

**RECRUITMENT STATUS REPORT  
UPDATES THRU 03/03/17**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
<b>KIM</b>	Inspector	DPW	1/6/17	12/20/16	1	Candidate withdrew. Re-opened process with deadline date of 3/5/17
	Laborer	DPW	12/19/16 12/13/16 1/3/17	11/22/16 12/20/16 11/22/16	3	References and backgrounds pending on 3 finalists
	Operator I – Parking	DPW	11/9/16 1/31/17	Council approved TO change 1/17/17	2	References and background pending
	Administrative Support Specialist	DPW	2/6/17	2/9/17	1	Reviewing applications
	Engineering Technician	DPW	1/27/17	2/8/17	1	Application deadline 3/5/17
	PT Bus Driver	Valley Transit	10/3/16 1/16/17 2-TO Change	9/29/16 Council approved T.O. change	4	Will keep process open with new flex schedule options
	Bus Driver	Valley Transit	2/6/17	2/9/17	1	Justin Dregers' promotion
	Part-time Communication Technician	Valley Transit	2/13/17	2/9/17	1	Reviewing applications
	Maintenance Supervisor	Valley Transit	7/8/16	9/1/16	1	Tom Lacher starting 3/20/17
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Application deadline 3/12/17
	Para-Transit/Operations Supervisor	Valley Transit	3/13/17	12/20/16	1	Todd Schafer requested to return to union position. Considering other candidates from original process
<b>SANDY</b>	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Currently evaluating the next step(s)
<b>JAY</b>	Police Officer	Police	NA	NA	Elig list	Backgrounds pending
	Community Service Officer	Police	NA	11/28/16	1 + elig list	Backgrounds pending
	Crossing Guard (Regular and Alternate)	Police	NA	1/11/17	3 + Elig List	Susan Hau starting 3/7/17. Re-advertise position with application deadline 3/12/17
	Weights and Measures Specialist (Half-time)	Health	NA	Part of 2017 budget	1	Re-advertise with application deadline date 3/19/17
	Battalion Chief – Operations	Fire	1/3/17	1/17/17	1	Jeff Felauer promoted 3/5/17
	Fire Fighter	Fire	7/14/16	9/29/16	1	Conditional offers extended and final steps pending
	Battalion Chief – Resource Development and Special Operations	Fire	Re-org	Re-org approved 3/1/17	1	Internal posting with an application deadline date 3/12/17
	Account Clerk I	Finance	3/3/17	2/23/17	1	References and background pending on top candidate
	Public Health Preparedness Coordinator - .75 FTE	Health	12/30/16	Re-org approved 1/18/17	1	References and background pending on top candidate

**TOTAL POSITIONS OPEN = 28 TOTAL ELIGIBILITY LISTS = 3**

**Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.**

**POSITIONS ON HOLD**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Training and Resource Development Specialist	Fire	Re-org/newly created	Re-org approved 3/1/17	1	On hold until the Battalion Chief Resource Development and Special Operations position is filled
	Battalion Chief – Operations	Fire	2/5/17	Hold	1	On hold for now
	Administrative Support Specialist	Police	2/1/178	Hold	1	Marcia Milhaupt retirement 2/1/17. On hold for now
<b>KIM</b>	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke
	Bus Driver	VT	5/2/17	Pending	1	Retirement of Mike Guyette

**TOTAL POSITIONS ON HOLD = 6 TOTAL ELIGIBILITY LISTS = 0**