

RECRUITMENT STATUS REPORT

UPDATES THRU 6/7/18

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	VT	NA	NA	Flexible	Will keep process open with new flex schedule options. Don Ebelt start date 6/18/18.
	Bus Driver	VT	7/6/17	9/20/17	4	Application deadline extended to 6/24/18. Testing date pending for next group of applicants. Avery Watkins start date 6/21/18.
	Arborist	DPW	6/19/18	Pending	1	Request to fill pending.
	Customer Service Specialist .5 FTE	DPW	4/9/18	5/15/18	1	Testing deadline 6/15/18. Interviews 6/22/18.
	Utility Locator – 8 Month	DPW	4/11/18	4/25/18	1	Transfer of Trevor Kay to Laborer. Tim Bruskievicz start date 6/22/18.
	Managerial Accounting Coordinator	DPW	9/6/18	5/15/18	1	Anticipated retirement of Bev Matheys. Request to overhire. Interviews 6/21/18.
SANDY	Fire Chief	Fire	7/1/18	10/24/17	1	PFC pursuing finalists.
JAY	Police Officer	Police	NA	NA	Elig list	Re-advertising and defining hiring time line.
	Community Service Officer	Police	NA	3/26/18	3 + Elig list	Backgrounds pending on candidates.
	Library Supervisor – Children’s	Library	5/18/18	5/3/18	1	Top candidate to Dr. Fico 6/12/18.
	Librarian	Library	6/5/18	5/3/18	1	Katie Stilp start date 6/25/18.
	Library Page Clerk (.5 FTE)	Library	6/3/18	5/23/18	1	Angela Corrado start date 6/18/18.
	Library Clerk (.5 FTE)	Library	6/2/18	4/5/18	1	Currently drawing from eligibility list.
	Public Health Nurse (.5 FTE)	Health	4/26/18	4/6/18	1	Re-advertising position with an application deadline of 7/1/18.
	Fire Fighter	Fire	1/2/18 7/9/18	5/3/18 5/14/18	2	Casey Balczewski and Cody Peabody start dates 6/11/18.

TOTAL POSITIONS OPEN = 19 TOTAL ELIGIBILITY LISTS = 2

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

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Public Health Preparedness Coordinator (.75 FTE)	Health	5/3/18	5/3/18	1	Currently reviewing the position structure.
KIM	Community Relations Specialist .5 FTE	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5)

TOTAL POSITIONS ON HOLD = 3