

## Recruitment Status Report

Updates thru 5/18/2023

| HR Generalist                          | Position                                | Dept.          | Date of Vacancy | Open Date | # of Openings                               | Status                                   |
|--|---|----------------|-----------------|-----------|---|--|
| Jessie                                 | HVAC Technician                         | PRFM           | 11/25/20        | 01/27/23  | 1   | Application deadline: 6/04/23.           |
|  | Operations Crew Leader                  | DPW            | 04/17/23        | 04/14/23  | 1   | Job offer accepted, start date: 5/22/23. |
|  | Administrative Support Specialist - MSB | DPW            | 04/22/23        | 04/10/23  | 1   | Background pending on top candidate.     |
|  | Engineering Technician                  | DPW            | 04/03/23        | 03/30/23  | 1   | Panel interviews: 5/24/23.               |
|  | Traffic Engineering Specialist          | DPW            | 03/16/23        | 03/03/23  | 1   | Determining next steps.                  |
|  | Arborist                                | DPW            | 01/06/23        | 01/05/23  | 1   | References pending on top candidate.     |
|  | Operator II - Street                    | DPW            | 05/28/23        | 05/15/23  | 1   | Internal application deadline: 5/28/23.  |
|  | Service Person CEA & Parking            | DPW            | 05/18/23        | 05/18/23  | 1   | Application deadline: 6/04/23.           |
|  | Relief Operator - Wastewater            | Utilities      | 02/28/23        | 03/03/23  | 1   | Panel interviews: 5/18/23.               |
|  | Wastewater Plant Operator               | Utilities      | 06/26/23        | 04/06/23  | 1   | Determining next steps.                  |
|  | Part Time Utility Worker - VT           | VT             | 09/30/21        | 10/05/21  | N/A   | Application deadline: 6/04/23.           |
|  | Bus Driver                              | VT             | Multiple        | N/A       | 8   | Application deadline: 6/04/23.           |
|  | Part-Time Bus Driver                    | VT             | N/A             | N/A       | N/A   | Application deadline: 6/04/23.           |
|  | Allison                                 | Police Officer | Police          | N/A       | N/A   | Elig.                                    |
| Communication Specialist - .5 FTE      |   | Police         | 06/06/23        | 04/26/23  | 1   | Panel interviews: 5/30/23.               |
| Police Community Engagement Specialist |   | Police         | 03/14/23        | 05/05/23  | 1   | Application deadline: 5/21/23.           |
| Community Service Officer              |   | Police         | Multiple        | 05/18/23  | 1   | Application deadline: 6/11/23.           |
| Firefighter                            |   | Fire           | Multiple        | 09/03/22  | 2   | Job offer accepted, start date: 5/22/23. |
| HVAC/Building Inspector                |   | CED            | 01/14/23        | 01/05/23  | 1   | Panel interview: 5/19/23.                |
| ERP Systems Specialist                 |   | IT             | 02/04/23        | 02/10/23  | 1   | Application deadline open.               |
| Library Page Clerk - Regular Part-time | Library                                 | 04/30/23       | 04/05/23        | 4         | 2 job offers accepted, start date: 6/05/23. |  |

**Total Positions Open: 29**

**Total Eligibility Lists: 1**

### Positions on Hold

| HR Generalist | Position                                  | Dept.   | Date of Vacancy | # of Openings | Status                               |
|---------------|---|---------|-----------------|---------------|--------------------------------------|
| Allison       | Library Clerk - Regular Part-Time         | Library | 07/01/22        | 1             | Internal transfer. Position on hold. |
|               | Coordinated Entry Specialist              | CED     | 04/03/23        | 1             | Department evaluating position.      |
| Jessie        | Transit Maintenance Operations Supervisor | VT      | 03/25/23        | 1             | Determining next steps.              |

**Total Positions On Hold: 3**

*Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.*