

RECRUITMENT STATUS REPORT

UPDATES THRU 5/3/18

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. Testing pending on 4 applicants.
	Bus Driver	VT	7/6/17	9/20/17	5	Application deadline extended to 5/27/18. Testing pending on 4 applicants.
	PT Serviceperson	VT	9/26/17	10/16/17	1	Medical pending on final candidate.
	Road Supervisor	VT	2/5/18	2/9/18	1	Isaac Broyld starting 5/14/18.
	Administrative Support Specialist	DPW	3/12/18	3/1/18	1	Background and references pending.
	Customer Service Specialist .5 FTE	DPW	4/9/18	3/30/18	1	Interviews scheduled for 5/9/18.
	Utility Locator – 8 Month	DPW	Anticipated 4/11/18	Pending	1	Transfer of Trevor Kay to Laborer. Application deadline 5/6/18.
SANDY	Fire Chief	Fire	7/1/18	10/24/17	1	PFC pursuing finalists.
JAY	Police Officer	Police	NA	NA	Elig list	Backgrounds pending on two candidates. Chief Interviews in process.
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	NA	Background pending on one candidate
	Community Service Officer	Police	NA	3/26/18	1 + Elig list	Physical fitness testing scheduled for 5/1/18 and 5/5/18 Jeremy Norris start date 5/17/18.
	Deputy Finance Director	Finance	2/7/18	2/13/18	1	Background pending on top candidate.
	Library Assistant Supervisor (Public Services)	Library	6/2/18	4/5/18	1	Panel interviews 5/15/18.
	Public Health Preparedness Coordinator (.75 FTE)	Health	5/3/18	5/3/18	1	Currently defining the hiring process.
	Library Supervisor – Children’s	Library	5/18/18	5/3/18	1	Application deadline date 5/20/18.
	Librarian	Library	6/5/18	5/3/18	1	Application deadline date 5/20/18.
	Public Health Nurse (.5 FTE)	Health	4/26/18	4/6/18	1	Application deadline date 5/13/18.
	Fire Fighter	Fire	1/2/18	5/3/18	1	Background pending on top candidate.
DEBBY	Administrative Assistant	HR	4/27/18	4/12/18	1	Dana Hartjes promoted. Application deadline date 4/29/18. Interviews scheduled for 5/10/18.

TOTAL POSITIONS OPEN = 20 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
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