

Recruitment Status Report

Updates thru 5/20/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Public Works Director	DPW	06/04/22	12/10/21	1	Candidate Start Date: 7/5/22. Approved by Council 5/18/22.
	Operator II	DPW	05/02/22	04/15/22	2	2 Job offers accepted, start date: 5/23/22.
	Arborist	DPW	04/04/22	03/17/22	2	Background pending on 1 candidate. Medical pending on 1 candidate.
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Application deadline: 6/5/22. Panel interview: 5/24/22.
	HVAC/Building Inspector	DPW	03/26/22	04/07/22	1	Background pending on top candidate.
	Liquids Operator	Utilities		05/09/22	1	Application deadline: 5/29/22.
	Inventory Control Clerk	DPW	04/26/22	04/26/22	1	Job offer accepted, start date: 5/23/22.
	Transit Operations Supervisor	VT	09/30/21	10/05/21	1	Application deadline: 5/29/22.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	1	Application deadline: 6/30/22.
	Utility Worker	Utilities	04/19/21	04/19/21	1	Job offer accepted, start date pending.
	Bus Driver	VT	Multiple	N/A	8	Application deadline: 6/30/22. Job offer accepted, tentative start date 6/6/22 for 1 candidate. Job offer accepted, start date pending due to CDL requirements for 1 candidate. Background pending on 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 6/30/22. Job offer accepted, start date pending due to CDL requirements for 1 candidate.
	Safety and Compliance Specialist	VT	N/A	05/06/22	1	Application deadline: 6/05/22.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline open. Conditional offer extended to 1 candidate. PFC interviews: 5/24/22. Written test deadline: 5/22/22.
	Administrative Support Specialist – Police .5 FTE	Police	03/14/22	03/11/22	1	Background pending on top candidate.
	Community Service Officer (CSO)	Police	01/19/21	01/26/22	N/A	Background pending on 1 candidate. Conditional offer extended to 1 candidate. Job offer accepted, start date: 5/25/22.
	Police Chief	Police	01/04/23	04/15/22	1	Application deadline: 5/29/22.
	Environmentalist	Health	04/14/22	04/20/22	1	Reviewing applications.
	Budget and Accounting Manager	Finance	04/11/22	04/18/22	1	Background and references pending on top candidate.

	Payroll Coordinator	Finance	09/03/22	05/16/22	1	Application deadline: 6/5/22.
	Purchasing Manager	Finance	08/06/22	05/09/22	1	Application deadline: 5/29/22.
	PC/LAN Specialist	IT	05/28/22	05/11/22	1	Internal application deadline 5/22/22.
	City Assessor	CED	08/12/22	04/11/22	1	Panel interviews: 5/23/22.
	Public Education Specialist/Civilian Fire Inspector	Fire	01/04/22	05/06/22	1	Application deadline open.
	Clerical Assistant	Fire	06/01/22	05/02/22	1	Panel interviews: 5/24/22.

Total Positions Open: 33

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Systems Analyst	IT	09/06/19	1	Using part-time temporary staffing to fill current need.
	Library Clerk - Regular Part-Time	Library	12/21/21	1	Internal transfer. Position on hold.
	Communication Specialist	Police	04/03/22	1	Department Restructuring .
	Network Administrator	IT	05/14/22	1	Department evaluating position.
Jessie	HVAC Technician	PRFM	11/25/20	1	Department evaluating position.

Total Positions On Hold: 5

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