

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

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Inspector	DPW	1/6/17	12/20/16	1	Background and references on final candidate
	Laborer	DPW	12/19/16 12/13/16 1/3/17	11/22/16 12/20/16 11/22/16	3	Nathan Herum starting 3/13/17 Michael Berndt starting 3/13/17 Offer pending on one finalist
	Operator I – Parking	DPW	11/9/16 1/31/17	Council approved TO change 1/17/17	2	References and background pending One candidate withdrew. Hugh Hamilton start date 3/13/17 Interviews 4/3/17
	Administrative Support Specialist	DPW	2/6/17	2/9/17	1	Interviews 3/23/17
	Engineering Technician	DPW	1/27/17	2/8/17	1	Interviews 3/28/17
	PT Bus Driver	Valley Transit	NA	NA	Flexible	Will keep process open with new flex schedule options Medicals pending on 2 candidates
	Part-time Communication Technician	Valley Transit	2/13/17	2/9/17	1	Interviews 3/21/17
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Interviews 3/27/17
	Para-Transit/Operations Supervisor	Valley Transit	3/13/17	12/20/16	1	Todd Schafer requested to return to union position Dr Fico appointment on 3/28/17 for finalist
SANDY	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Currently evaluating the next step(s)
JAY	Police Officer	Police	NA	NA	Elig list	Background 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	Panel interviews 4/5/17
	Weights and Measures Specialist (Half-time)	Health	NA	NA	1	Panel interviews 4/11/17
	Fire Fighter	Fire	NA	NA	1 (over-hire)	Conditional offer extended and final steps pending
	Battalion Chief – Resource Development and Special Operations	Fire	Re-org	Re-org approved 3/1/17	1	Candidate assessment process on 4/12/17
	Account Clerk I	Finance	3/3/17	2/23/17	1	Allison Ruppel starting on 3/27/17
	Library Clerk (half-time)	Library	4/14/17	Pending	1	Janet Ponschock retirement. Request to fill pending.
	Assistant city Attorney	Legal Services	4/7/17	Pending	1	Emily Truman resignation. Request to fill pending

TOTAL POSITIONS OPEN = 22 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

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
	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
KIM	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