

**RECRUITMENT STATUS REPORT
UPDATES THRU 5-6-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Laborer	DPW	2/8/15 3/4/16	1/18/16 (Prev. RTF from Op I –Street process) 3/22/16	2 + Elig. List	Retirement of Bryan VandenBoogard Interviews with internal 5/10/16 Promotion of Dan Faust Medical pending on candidate from eligibility list
	Operator I – Stormwater	DPW	1/8/16	1/18/16	1	Colin Heathman transferred Interviews 4/7/16 Medical pending on final candidate Jeremy Seibel starting 5/31/16
	Operator II – Sign Shop	DPD	6/3/16	Pending	1	Retirement of Rick Weyenberg
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Medical pending
	Engineering Technician	DPW	3/29/16	Pending	1	Resignation of Josh Winterfeldt
	Bus Driver (Part-time)	Valley Transit	2/12/16	2/18/16	1	Interviews 5/17/16
	Part-time Communication Technician	Valley Transit	3/18/16	9/17/15	1	Resignation of Jim VandenBoom Interviews 5/6/16
	General Manager	Valley Transit	2/5/16	2/19/16	1	Retirement of Deborah Wetter Skype interviews 5/9/16 Panel interviews 6/1/16
JAY	Police Officer	Police	2/2/16 3/13/16 7/20/16	2/3/16 4/28/16 4/28/16	3 + Elig. List	Conditional offer extended to 1 candidate Backgrounds pending on 2 candidates
	CSO	Police	NA	2/2/16	1+ Elig List	Backgrounds pending on 3 candidates
	Fire Fighter	Fire	2/1/16 3/16/16	2/3/16 2/3/16	2	Conditional offers extended and final steps/results pending
	Library Page (Summer only)	Library	NA	4/6/16	1	Panel interviews 5/9/16
	Property Tax Specialist	Finance	6/3/16	3/28/16	1	Kristin Stohl promoted effective 6/6/16
	Account Clerk I	Finance	6/3/16	5/4/16	1	Application deadline date 5/22/16
	Library Assistant (Childrens)	Library	4/18/16	4/27/16	1	Application deadline 5/15/16
	Library Cataloger	Library	6/4/16	Pending	1	Request to fill pending
	Administrative Assistant (.8 FTE)	HR	4/29/16	4/29/16	1	Application deadline date 5/15/16

TOTAL POSITIONS OPEN = 21 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

TOTAL POSITIONS ON HOLD = 1 TOTAL ELIGIBILITY LISTS = 0