

**RECRUITMENT STATUS REPORT
UPDATES THRU 07/21/17**

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 for next group
	Bus Driver	VT	5/2/17 7/6/17	5/23/17 Pending	1 1	Application deadline 8/6/17 Resignation of Todd Schafer
	Communication Technician	VT	4/3/17	3/20/17	1	Candidate withdrew Application deadline date 8/6/17
	Administrative Assistant .6 FTE	VT	6/28/17	RTF pending	1	Transfer of Laura VanHoorweghe
	Road Supervisor (.5 FTE)	VT	2/2/17	T.O. 6/21/17	1	Application deadline 7/30/17
	Transit Operations Specialist	VT	T.O. change	6/21/17	1	Final candidate to Dr. Fico
	Operations Crew Leader	DPW	8/7/17	7/5/17 From Water OPII process	1	Application deadline 8/6/17
	Operator I – Street	DPW	7/10/17	5/31/17	1	Interviews pending
	Operator II – Water	DPW	8/2/17	7/5/17	1	Transfer date pending for Josh Fassbender
	Recreation Coordinator	PRFM	5/24/17	6/7/17	1	Resignation of Lisa Volkman Interviews 7/24/17
JAY	Police Officer	Police	6/5/7 6/2/17	Pending	2 + Elig list	One conditional offer extended and one final offer extended with start date pending Panel interviews 8/1/17 and 8/2/17
	Communication Specialist	Police	7/7/17	7/14/17	1	Application deadline date 8/6/17
	Administrative Assistant	Health	7/16/17	6/28/17	1	Panel interviews 7/28/17
	Operations Clerk	Library	6/3/17	5/18/17	1	Travis Jensen start date 7/31/17
	Training and Resource Development Specialist	Fire	Re-org/newly created	Re-org approved 3/1/17	1	Panel interviews 7/31/17

TOTAL POSITIONS OPEN = 16 TOTAL ELIGIBILITY LISTS = 1

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 = 2 TOTAL ELIGIBILITY LISTS = 0