

**RECRUITMENT STATUS REPORT**

**UPDATES THRU 7/22/2021**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>DATE OF VACANCY</b>	<b># OF OPENINGS</b>	<b>STATUS</b>
<b>KIM</b>	Bus Driver	VT	Multiple	9	Application Deadline: 9/26/21. Second Panel Interview: 7/27/21.
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 9/26/21. Panel Interview: 7/23/21.
	Operator II - Street	DPW	4/3/21	1	Internal Application Deadline: 7/25/21.
	Part Time Service Person	DPW	6/7/21	1	Application Deadline: 7/25/21.
	Operator II – Water Construction (PM Shift)	DPW	5/27/21	1	Application Deadline: 8/8/21.
	Arborist	DPW	7/9/21	1	Panel Interviews: 8/5/21.
	Inspector - HVAC	DPW	9/1/21	1	Application Deadline: 8/1/21.
	HVAC Technician	PRFM	1/5/21	1	Application Deadline: 7/25/21.
	Liquids Operator	Utilities	6/9/21	1	Job offer accepted, start date 7/19/21.
	Administrative Support Specialist (DPW)	DPW	7/29/21	1	Application Deadline: 8/8/21.
<b>ALLISON</b>	Police Officer	Police	N/A	2 +Elig.	PFC Interviews: 7/26/21. New Process Application Deadline: Open/Continuous.
	Community Service Officer (CSO)	Police	1/19/21	N/A	Application Deadline: Open/Continuous.
	Library Clerk	Library	6/26/21	1	Background pending on top candidate.
	Health Officer	Health	6/5/21	1	Application Deadline: Open/Continuous. Second Panel Interview: 8/26/21.
	Human Resources Director	HR	4/3/21	1	Job Offer Accepted. Start date 7/22/21.
	Account Clerk I	Finance	7/5/21	1	Panel Interviews: 8/6/21.
	Help Desk Analyst	IT	7/31/21	1	Resignation. Determining Process.
	Deputy Director Human Resources	HR	7/22/21	1	Job Offer Accepted. Start date 7/22/21.
	HR Generalist	HR	7/22/21	1	Internal Promotion. Application deadline 8/8/21.

**TOTAL POSITIONS OPEN = 23 TOTAL ELIGIBILITY LISTS = 1**

***POSITIONS ON HOLD***

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b># of Openings</b>	<b>Vacating Position/Status</b>
<b>KIM</b>	Utility Worker	Utilities	12/18/20	1	Internal transfer date pending the training of new Liquids Operator.
<b>ALLISON</b>	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

	Information Technology Director	IT	5/5/21	1	Waiting for RTF.
	Fire Protection Engineer	Fire	1/4/22	1	Retirement. Waiting for RTF.

***TOTAL POSITIONS ON HOLD = 4***

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.