

**RECRUITMENT STATUS REPORT
UPDATES THRU 8-23-13**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Bus Driver	VT	6/28/13	7/10/13	1 + Elig. List	Elisabeth Kirk starting 8/20/13 3 candidates on eligibility list
	Laborer Eligibility List	DPW	Result of internal promotion process	7/6/13	1 + Elig. list	1 vacancy pending Waiting results from additional test group
	PT Service Person	DPW	7/15/13	7/10/13	1	Promotion of Mike Koleske Testing on top candidate pending
	Service Person	DPW	8/5/13	7/24/13	1	Resignation of Greg Hornick Testing on top candidate pending
JAY	Community Service Officer	Police	NA	8/30/12	2+ Elig. list	One background pending and one medical pending
	Police Officer	Police	5/2/13 6/2/13	Pending	2 + Elig. List	Chief interviews in process Panel interviews 9/19, 9/23 and 9/24
	Crossing Guard	Police	NA	6/6/13	5+ Elig. List	Start dates pending for two candidates and three backgrounds pending
	Deputy City Clerk	Legal	6/26/13	6/16/13	1	Wendy Helgeson promoted 8/19/13
	Admin Clerk III/Mail Copy Clerk	Clerk	8/19/13	Pending	1	Request to fill pending
	Library Assistant	Library	8/30/13	Pending	1	Mary Campbell retirement
	Utility Clerk	Finance	9/3/13	8/12/13	1	Application deadline date 8/28/13
SANDY	Fire Chief	Fire	6/14/13	6/18/13	1	Application deadline date 8/30/13

TOTAL POSITIONS OPEN = 18 TOTAL ELIGIBILITY LISTS = 5

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	2/10/12	Pending	1	Proposed elimination in the 2014 budget by department restructuring.

TOTAL POSITIONS ON HOLD = 1 TOTAL ELIGIBILITY LISTS = 0