

Recruitment Status Report

Updates thru 12/1/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status	
Jessie	HVAC Technician	PRFM	11/25/20	09/14/22	1	Application deadline: 1/15/23.	
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Panel interviews: 11/30/22.	
	Operator I - Sanitation	DPW	10/21/22	10/10/22	1	Application deadline: 12/04/22. Panel interviews: 12/13/22.	
	Operator I - DPW	DPW	11/07/22	11/04/22	1	Application deadline: 12/04/22. Panel interviews: 12/13/22.	
	Engineering Technician	DPW	09/17/22	11/04/22	1	Application deadline: 11/27/22.	
	Water Plant Operator	Utilities	09/16/22	09/16/22	1	Medical pending on one candidate.	
	Instrument & Control Systems Technician	Utilities	12/08/22	11/09/22	1	Panel interviews: 12/06/22.	
	Relief Operator	Utilities	12/02/22	11/18/22	1	Application deadline: 12/18/22.	
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 01/01/23.	
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	1	Application deadline: 01/01/23.	
	Bus Driver	VT	Multiple	N/A	7	Application deadline: 01/01/23. Medical pending on 2 candidates.	
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 01/01/23.	
	Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline: open. Conditional offer extended to 2 candidates. Job offer accepted, start date: 1/11/23. PFC interviews: 12/20/22.
		Communication Specialist - .5 FTE	Police	TBD	09/19/22	1	Background pending on top candidate.
Communication Specialist		Police	01/11/23	N/A	1	Job offer accepted, start date TBD. Pending overhire approval.	
Community Service Officer		Police	N/A	11/11/22	1	Application deadline: 1/02/23.	
Lieutenant		Police	01/04/22	09/19/22	1	Job offer accepted, start date: 1/04/23.	
Captain		Police	01/04/22	09/19/22	1	Job offer accepted, start date: 1/04/23.	
Assistant City Attorney I		Legal Services	11/22/22	11/30/22	1	Application deadline: 1/02/23.	
Information Technology Deputy Director		IT	New position	11/10/22	1	Job offer accepted, start date: 1/01/23.	
Community & Economic Development Director	CED	01/04/23	09/16/22	1	Job offer accepted, start date: 1/04/23 pending Council approval on 12/07/22.		

	Library Clerk (Sub)	Library	N/A	10/14/22	1	Job offer accepted, start date: 12/11/22.
	Library Page Clerk - Materials Management Sub	Library	N/A	10/14/22	1	Job offer accepted, start date: 12/06/22.
	Battalion Chief - Resource Development	Fire	TBD	11/11/22	Elig.	Internal application deadline: 12/11/22.
	Battalion Chief - EMS	Fire	New position	11/11/22	1	Internal application deadline: 12/11/22.
	Firefighter	Fire	N/A	09/30/22	Elig.	PFC interviews: 12/5 and 12/6/22.
	Clerical Assistant - Part-time (Fire)	Fire	10/22/22	10/21/22	1	Job offer accepted, start date: 12/13/22.

Total Positions Open: 33

Total Eligibility Lists: 3

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Library Assistant - Materials Management (Acquisitions)	Library	11/07/22	1	Internal transfer. Waiting for RTF.
	PC/LAN Specialist	IT	01/01/23	1	Internal promotion. Waiting for RTF.
	Deputy Director of Community & Economic Development	CED	11/12/22	1	Resignation. Waiting for RTF.

Total Positions On Hold: 4

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.