

**RECRUITMENT STATUS REPORT
UPDATES THRU 10-23-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Street Operator I	DPW	9/21/15 TO Change	4/15/15 TO Change	2	Promotion of Greg Ulman and vacancy from TO change Testing scheduled for 10/30/15
	Laborer (2 nd Shift)	DPW	6/30/15	7/6/15	1	Resignation of Mike Wilson Offer pending to top candidate
	Laborer	DPW	10/12/15	5/14/15	1	Promotion of Nick Ruhland Medical pending on top candidate
	PT Service Person	DPW	10/9/15	Pending	1	Request to fill pending
	Liquids Operator	Utilities	8/4/15	7/21/15	1	Resignation of Cory Marcott Richard Heinritz starting 11/2/15
	Project Manager	PRFM	10/21/15	TO change apprvd 10/21/15	1	Application deadline 11/15/15
	Facilities Manager	PRFM	9/18/15	TO change apprvd 10/21/15	1	Resignation of Mike Dietzen Application deadline date 11/15/15
JAY	Crossing Guard	Police	6/5/15	6/12/15	2 Regular 4 Alternates	Backgrounds pending
	CSO	Police	NA	3/20/14	1+ Elig List	Fitness testing 11/10/15
	Communication Technician	Police	TBD	6/24/15	1	Background pending
	Administrative Services Supervisor	Police	10/9/15	9/23/15	1	Panel interviews 11/4/15
	Personal Property Assessment Technician	Community Development	1/15/16	9/16/15	1	Panel interviews 11/5/15 and 11/6/15
	City Clerk	Legal Services	7/23/15	7/6/15	1	Kami Scofield start date 11/16/15
	Deputy City Clerk	Legal Services	7/10/15	7/6/15	1	Application deadline date 11/15/15
	Operations Clerk	Library	10/14/15	Pending	1	Request to fill pending
	Operations Clerk (6108 – non-benefitted)	Library	7/27/15	8/19/15	1	Panel interviews 10/26/15
	Library Page Clerk (6108 – non-benefitted)	Library	NA	9/23/15	1	Linda Collision start date 11/3/15
	Public Health Nurse	Health	8/5/15	8/27/15	1	Ashley Rankin starting 10/27/15
	Battalion Chief – Training Officer	Fire	TBD	10/26/15	1	Application deadline date 11/15/15

TOTAL POSITIONS OPEN = 25 TOTAL ELIGIBILITY LISTS = 1

Note: Part time non-benefitted 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	Administrative Assistant (Half-time)	Health	1/5/15	Dept. recommended not filling	1	Department recommended not filling. Will be eliminated with 2016 budget
	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
KIM	Arborist	DPW	T O change adds one in 2016	T O Change	1	Will use eligibility list to fill vacancy approved for 1/2016
	PT Comm Tech – VT	Valley Transit	10/2/15	9/17/15	1	Resignation of Andrew Harp On hold. Department evaluating possible TO change

TOTAL POSITIONS ON HOLD = 4 TOTAL ELIGIBILITY LISTS = 0