

**RECRUITMENT STATUS REPORT
UPDATES THRU 12/08/17**

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 9/20/17	1	Resignations of Todd Schafer and Flint Moua Continuing to accept applications Medical pending on one candidates Testing pending on next group to develop eligibility list
	PT Serviceperson	VT	9/26/17	10/16/17	1	Resignation of Scott Pellegrini Application deadline extended to 12/17/17
	Mechanic II	VT	10/16/17	10/16/17	1	Promotion of Jeff Pellegrini Medical pending on top candidate
	Facilities Management Support Specialist	PRFM	8/22/17	9/5/17	1	Final references pending
	Grounds Coordinator	PRFM	12/8/17	12/4/17	1	Resignation of Dave Vander Heyden Application deadline 1/7/18
	Laborer	DPW	8/7/19	5/31/17	1	Vacancy from earlier processes References and background pending on candidate from eligibility list
	Operator II – Water	DPW	1/2/18	11/20/17	2	Retirement of Mike Allen and Dave DeBaal Application deadline 12/10/17
	Customer Service Specialist (.5 FTE)	DPW	10/20/17	10/26/17	1	Resignation of Cathy Wedel Background and references pending on final candidate
	Operator I – Sweeper	DPW	1/3/18	Pending	1	Retirement of Charlie Hoff
	Operator I – Sweeper	DPW	1/2/18	Pending – Dept. discussing possible change	1	Retirement of Scott Coenen
	WW Operations Supervisor	Utilities	3/30/18	Pending	1	Retirement of Bob Kennedy
SANDY	Fire Chief	Fire	7/1/18	Pending	1	Application deadline date 1/5/18
JAY	Police Officer	Police	1/1/18 (added as part of 2018 budget) 1/4/18 1/13/18	NA	3 + Elig list	Payne Hughes start date 12/13/17 Backgrounds pending on 2 candidates Chief interviews 12/13/17 and 12/14/17 PFC interviews 12/21/17
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	NA	Backgrounds pending
	Communication Specialist	Police	7/7/17	7/14/17	1	Susan Deruchowski start date 12/18/17
	Community Service Officer	Police	NA	8/16/17	2 + Elig list	Backgrounds pending
	Deputy Finance Director	Finance	12/12/17	11/20/17	1	Application deadline date 12/10/17
	Library Clerk (full-time)	Library	1/6/18	Pending	1	Application deadline date 12/17/17
	Library Assistant (Sub)	Library	NA	10/26/17	1	Panel interviews 12/8/17

TOTAL POSITIONS OPEN = 22 TOTAL ELIGIBILITY LISTS = 2

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)
	Administrative Assistant .6 FTE	VT	6/28/17	RTF pending	1	Transfer of Laura VanHoorweghe

TOTAL POSITIONS ON HOLD = 3