



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final

Human Resources & Information Technology Committee

Monday, February 20, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[17-118](#) Minutes from 1/9/17

Attachments: [Minutes 1-9-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [17-215](#) Request to approve Police Department reorganization for the following:
- Change title of Police Communication Technician to Police Communication Specialist
 - Move one Communication Specialist to an Administrative Support Specialist position
 - Move supervision of Communnication Specialists from a Lieutenant to Administrative Services Supervisor
 - Move Administrative Services Supervisor supervision from Captain to Assistant Chief

Attachments: [Police Table of Org Modification Request 2-20-17.pdf](#)
[Police TO Draft 2-20-17.pdf](#)

[17-216](#)

Request to approve Fire Department reorganization as follows:

- Merge the current two Battalion Chiefs of Training and Special Operations to one Battalion Chief of Resource Development and Special Operations
- Create a Civilian Training and Resource Development Specialist
- Reduce the number of Captains from 8 to 6 and increase the number of Lieutenants from 13 to 15

Attachments: [Fire Department Reorganization - February 2017.pdf](#)

[Fire TO existing.pdf](#)

[Fire TO proposed 2017.pdf](#)

[17-214](#)

Request to approve reorganization for Valley Transit to change 4 part time drivers to variable part time drivers.

Attachments: [VT Request to Change T.O. 02.20.2017.pdf](#)

6. Information Items

[17-120](#)

Notification of change of record keeper services for the employee 457 deferred compensation program from Nationwide Retirement Solutions to Voya Financial.

[17-119](#)

Changes to the Fringe Benefit Policy for Part Time Employees

Attachments: [Fringe Benefit Policy for Part-time Draft 2017.pdf](#)

[17-121](#)

Changes to the Conditions of Employment Policy

Attachments: [CONDITIONS OF EMPLOYMENT Strike and Bold February 2017.pdf](#)

[17-117](#)

Recruitment Status Report 2/17/17

Attachments: [RSR thru 2-17-17.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Matz at 920-832-6426.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Monday, January 9, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Konetzke, Jirschele, Plank and Spears

Excused: 1 - Baranowski

3. Approval of minutes from previous meeting

[17-046](#)

Minutes 12-12-16

Attachments: [Minutes 12-12-16.pdf](#)

Jirschele moved, seconded by Plank, that the Minutes be approved. Roll Call.
Motion carried by the following vote:

Aye: 4 - Konetzke, Jirschele, Plank and Spears

Excused: 1 - Baranowski

4. Public Hearings/Appearances

5. Action Items

[17-049](#)

Request to approve Health Department to change the current Public Health Preparedness Coordinator position from a 1.0 FTE to .75 FTE.

Attachments: [Health Preparedness change memo.pdf](#)

Jirschele moved, seconded by Plank, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Konetzke, Jirschele, Plank and Spears

Excused: 1 - Baranowski

6. Information Items

[17-048](#)

Information Technology Update on:

- Update on Firewall monitoring contract
- Website Stats
- Wireless RFP
- Golf Course Software upgrade
- Fiber work on Erb and Exhibition Center

This Presentation was received and filed

[17-047](#)

Recruitment Status Report 1-6-17

Attachments: [RSR thru 1-6-17.pdf](#)

This Presentation was received and filed

7. Adjournment

Spears moved, seconded by Plank, that the meeting be adjourned. Roll Call.

Motion carried by the following vote:

Aye: 4 - Konetzke, Jirschele, Plank and Spears

Excused: 1 - Baranowski



"...meeting community needs...enhancing quality of life."

POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Konetzke, Human Resources Committee Chairperson
Alderperson Lobner, Safety and Licensing Committee Chairperson

From: Chief Todd Thomas

Date: February 17, 2017

Subject: Table of Organization Proposal

Chairpersons,

In June of 2014, the Council approved a table of organization modification change that increased the number of patrol officers working in the community and reduced the number of administrators, that gave us a financial savings of around \$36,842 a year.

I promised that I would continue to review the impact of this modification and report back to the council any unanticipated operational or fiscal consequences ;

- We have seen the expected positive financial impact.
- We have noticed the workload shifted to the Assistant Chief was greater than we expected, but having an experienced *Administrative Support Specialist* assigned to the Support Services Lieutenant and Assistant Chief has helped to minimize the impact.
- The duties performed by the Police Communication Technicians overlap with many of the duties that our records division performs.
 - There has been inconsistent supervision and assignment of duties because each unit has its own supervisor ; one is the Administrative Services Supervisor and the other is the Support Services Lieutenant.

I have continued to review processes, programs and our organizational structure and I am presenting the following recommendation for modifications for our table of organization. Thank you for your consideration and please contact me if you have any questions or comments.

Police Department Table of Organization Modification Request

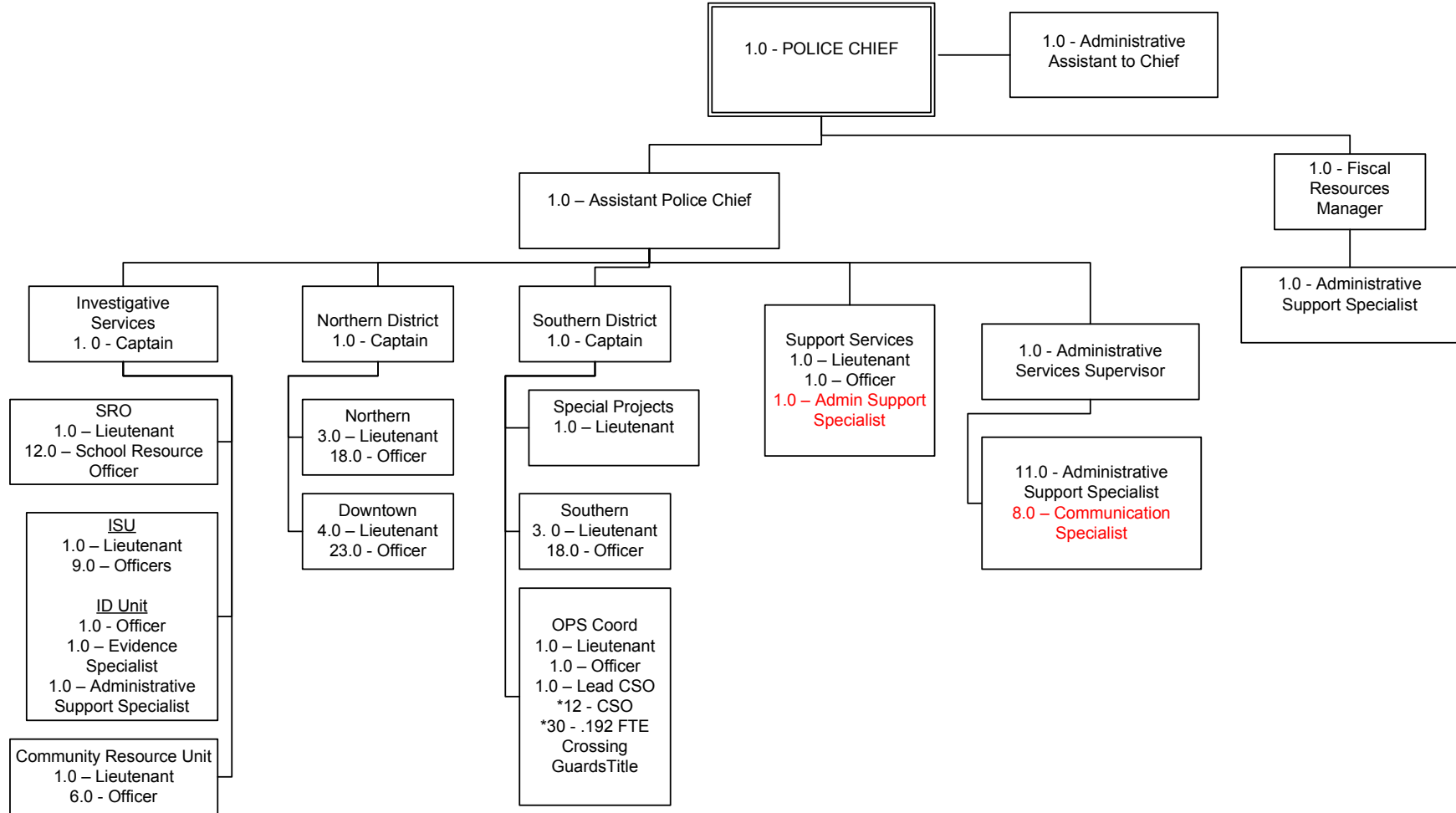
1. Change the job title of **Police Communication Technician (PCT)** to **Police Communication Specialist (PCS)**. This is at their request, it is more descriptive of what they do and is consistent with the rest of our specialist positions. There is no financial impact because it is only a title change.
2. Permanently move one FTE **Police Communications Specialist** to an **Administrative Support Services** position in the Support Services Unit, reporting to the Support Services Lieutenant. This reduces the number of PCS's from 9-8. We have been operating this way for some time and this move just formalizes it. The position has been temporarily filled by a PCS and the PCS unit has been operating with 8 FTE's for several years. There is no financial impact because the two positions are in the same pay grade.
3. Move supervision of the Police Communication Specialist Unit from the **Support Services Lieutenant** to the **Administrative Services Supervisor**. They have been temporarily placed under Administrative Services Supervisor for approximately two months because the Support Services Lieutenant has been on leave and the Administrative Services Supervisor has identified duties that are overlapping between the records division and the PCSs. This wasn't evident before because of the units having different supervisors. This will give the supervisor the ability to adjust duties between the units and review the work schedules of the PCT's to make both units more efficient and effective.

We would also move the Administrative Services Unit, which would now include the records division and the PCS unit, to a direct report to the Assistant Chief. The duties and responsibilities of the Administrative Services Supervisor will increase and they will be more comparable to those of a Captain. All Captain level positions should report directly to the Assistant Chief to keep our unity in command.

The financial impact will be a possible upgrade in the pay grade for the Administrative Services Supervisor. This position will have the largest group of direct reports (19) in our department. This position will also be supervising and responsible for two separate units. We will be requesting a review of the pay grade just for this position.

I would anticipate a financial impact of under \$6,000 from this potential upgrade. I would expect the cost to be offset by money saved by a retirement we had in the records division of a long time employee. We anticipate filling that position at a new hire rate, which will be much lower than we had budgeted for the retired employee.

Chief Todd Thomas





"...meeting community needs...enhancing quality of life."

MEMORANDUM

To: Alderperson Curt Konetzke, Human Resources Committee
Alderperson Kyle Loebner, Safety and Licensing Committee
Members of the Common Council

From: Len Vander Wyst, Fire Chief

Date: 2/15/2017

Re: Appleton Fire Department Reorganization

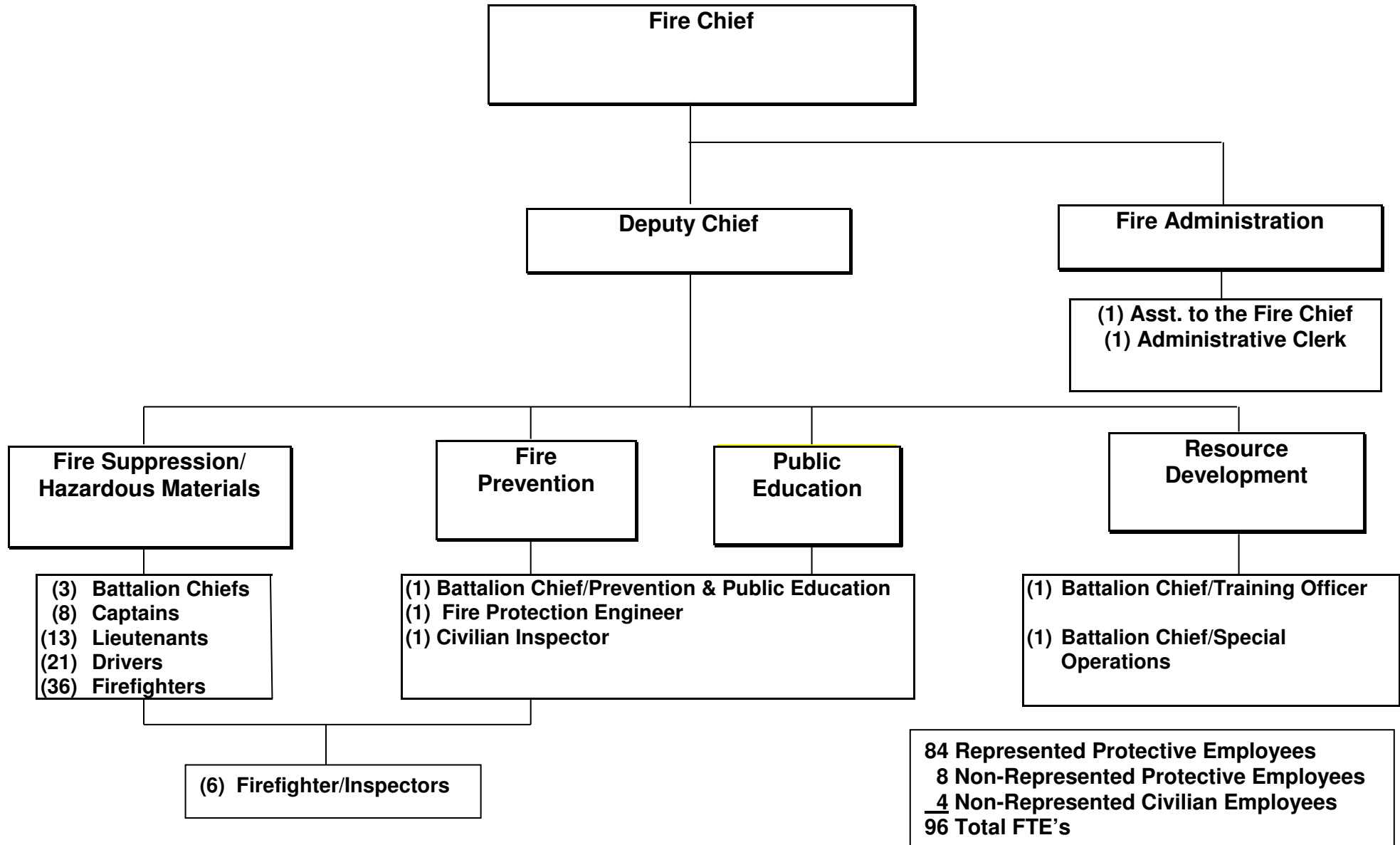
The Appleton Fire Department's chief's staff met to discuss the current and proposed organizational structure for the Appleton Fire Department. (See attachments.) Based on this review, I am proposing to make some minor changes that will produce major positive impacts. The changes that are being proposed include:

- Merging the Current Battalion Chiefs of Training and Special Operations Positions – The newly created Battalion Chief of Resource Development and Special Operations position will oversee and coordinate both program areas. The intent would be to minimize the "boots on the ground" training for this individual assigning instructors from within existing staff to provide the majority of the training particularly in specialty areas. The department feels this newly created position will attract a successful candidate.
- Creation of a Civilian Training and Resource Development Specialist – This position will report directly to the Battalion Chief – Resource Development and Special Operations and is responsible for assisting with the coordination and scheduling of training. This position fulfills fire support functions at emergency and non-emergency incidents and training scenarios. This position may also conduct fire inspections as needed.
- Reducing the Number of Captains from Eight to Six/Increase the Number of Lieutenants from 13 to 15 – The department currently has a captain assigned at each of five stations and three captains assigned to Fire Station # One. This adjustment will place a captain and two lieutenants at each of five stations along with a captain and five lieutenants at FS # One. The total number of fire officers (captains and lieutenants) remains the same at 21. This will provide an obvious 'go to' person for all station items at all stations. The intent would be to eliminate the two captain positions through attrition which may occur in the near future.
- The current two battalion chief positions are budgeted with approximate salaries of \$81,000 and \$92,000 (Total: \$173,000). It is estimated that the proposed specialist position would have an annual salary of \$55,000 and the proposed battalion chief would have an annual salary of \$95,000 (Total: \$150,000). The department doesn't intend to reduce our personnel budget as a result of these cost savings (estimated \$23,000) but would utilize the savings to offset overtime costs associated with training our personnel.

I have discussed this reorganization with the staff, union representatives, Human Resources Director, Finance Director, and Mayor and have support. I respectfully request that the Human Resources Committee and Safety and Licensing Committee approve these changes. Please do not hesitate to contact me should you have any additional questions or concerns. Thanks!

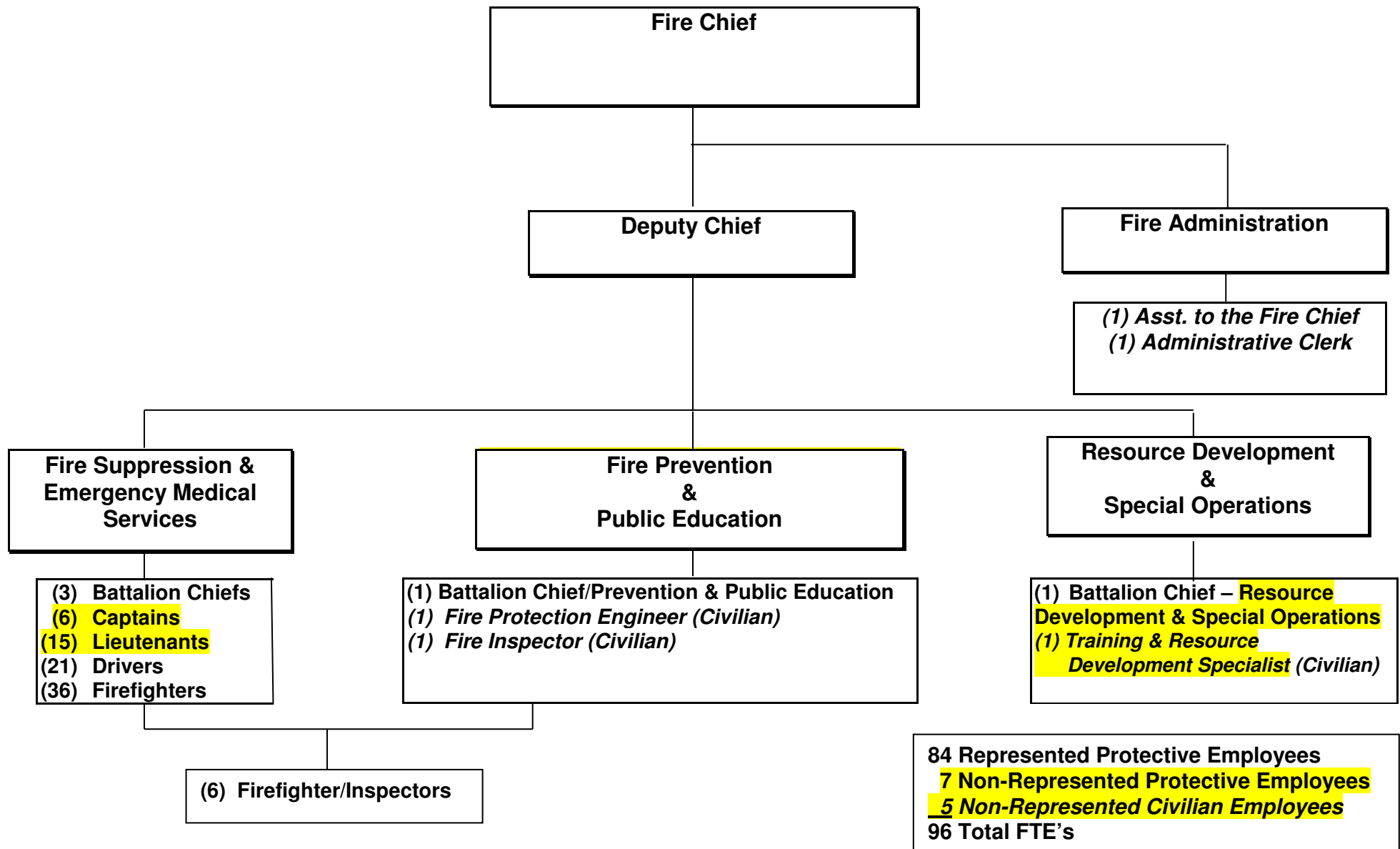
APPLETON FIRE DEPARTMENT

TABLE OF ORGANIZATION



APPLETON FIRE DEPARTMENT

TABLE OF ORGANIZATION





To: Human Resources Committee
Sandy Matz, Human Resources Director
100 N. Appleton Street
Appleton, WI 54911

From: Ron McDonald, General Manager

Date: February 20, 2017

Re: Valley Transit Table of Organization

Valley Transit continues to struggle with recruitment of part-time bus drivers. Meetings with Human Resources staff, Teamsters Union, and Valley Transit staff was the impetus for the following request to change the Valley Transit Table of Organization.

In an effort to allow flexibility in hiring part time bus drivers, Valley Transit would like to have the ability to hire an appropriate number of part time bus driver positions as necessary to provide an appropriate level of service. It is understood that all operational and hiring considerations must continue to be driven by budgetary considerations.

Valley Transit hereby requests changing the Bus Driver portion of the Table of Organization to simply read 36 full time and variable part time employees.

Recommendation:

Update the Valley Transit Table of Organization for Bus Drivers to include 36 full time and variable part time employees

Thank you, in advance, for consideration of this request.

Valley Transit Administrative Office
801 S Whitman Ave
Appleton, WI 54914
920.832.5800
www.myvalleytransit.com

TITLE: Fringe Benefits and Salary Administration for Part-Time		CITY OF APPLETON POLICY
ISSUE DATE: March 16, 2000	LAST UPDATE: March 1, 2000 September, 2003 February 25, 2008 April 2014	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: Non-Represented Part-time, Seasonal, and Temporary employees	TOTAL PAGES: 3
Reviewed by Legal Services Date: February 2000 September 12, 2003 June 27, 2014	Committee Approval Date: March 9, 2000November 24, 2003 April 9, 2008 December 12, 2011 July 21, 2014 November 24, 2014	Council Approval Date: March 15, 2000 November 24, 2003 April 16, 2008 December 21, 2011 August 6, 2014 December 3, 2014

I. PURPOSE

To outline fringe benefits available to part-time, seasonal, and temporary non-represented employees.

II. POLICY

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy to part-time, seasonal, and temporary non-represented employees.

III. DISCUSSION

This policy provides the current fringe benefits available. These benefits are subject to change with approval of the Common Council.

IV. DEFINITIONS

- A. Part-time: Employees who normally work less than 1040 hours per year.
- B. Temporary: Employees hired to fill in on a limited basis with no specific start or end date.
- C. Seasonal: Employees hired to perform seasonal work for a specific time period. Seasonal employees shall not exceed 1200 hours in any 12 month period. Employment terminates at the end of the season.
- D. Community Service Officers: Students who are part-time limited term employees who shall not exceed 1500 hours per calendar year. Students must be enrolled and maintain a minimum

of nine credits hours course work, in a post high school institution. Graduate students shall be required to maintain three-fourths of a full-time course load.

- E. Non-represented: All employees except employees who are members of Valley Transit Teamster Local 663, Appleton Professional Police Non-supervisory Unit and the Appleton International Association of Firefighters Local 257.

V. BENEFITS

- A. Wisconsin Retirement System (WRS): Part-time, Seasonal, and Temporary employees shall pay the full cost of the employee's portion of the premium to the Wisconsin Retirement Fund, effective the first day the employee becomes qualified.
- B. **FICA Alternative Retirement Program: All part time and seasonal employees who work less than 1200 hours per year and who are not already enrolled in the WRS system will be enrolled in this program. The City of Appleton will deduct 7.5% of the employee's salary on a pre-tax basis and will deposit it into a FICA Alternative investment account in the employee's name.**
- C. Unemployment Compensation: City employment is covered by Wisconsin Unemployment Compensation laws. Under provisions of that law, employees who lose their jobs through no fault of their own may receive limited financial allowance during the period they are out of work and seeking re-employment if determined eligible by the unemployment compensation laws.
- D. Worker's Compensation: Part-time, Seasonal, and Temporary employees shall receive worker's compensation benefits based on state worker's compensation laws.
- E. Direct Deposit: All employees are required to have their payroll checks direct deposited into the bank or credit union of their choice. The full amount of the deposit must go into one account.
- F. Salary Administration
 - (a) A newly hired employee will be placed on **Step 1, Step 2 or Step 3** ~~the starting hourly rate of the appropriate pay grade of either the Part-Time Non Represented salary schedule or the Seasonal salary schedule. based on the position they will be working.~~ **All placements above Step 1 must be authorized in advance by Human Resources.**
 - (b) Existing or returning employees

Employees will have an evaluation completed annually or at the end of the season. Based on the results of the evaluation, the employee will or will not be eligible for a step progression in their applicable pay plan. Non represented staff will need to receive at least an ~~"on target"~~ **consistent** performance evaluation or above as outlined in the Salary Administration Policy. Seasonal staff will need to receive at least "meeting minimum requirements of position" and "eligible for rehire" on their end of season Seasonal Performance Evaluation Form.

Once an employee reaches the top step of the pay grade for that position, they will no longer be eligible for step progressions. However, based on their evaluation,

they will be eligible for a ~~general~~ pay adjustment if one is given to the entire pay plan.

- (c) ~~The general pay adjustment will be given each year on January 1 and~~ the step increase will be based on their anniversary date. Employees already in the City payroll system as of 1/1/14 will use 1/1 as their anniversary date.

G. Performance Evaluations

Initial Appointment to a Position: Each employee shall be formally evaluated at least one time per year following appointment to a position. Employees will be evaluated by their supervisor on basic expectations for the position, along with the five competencies for their position.

Goals: The employee should work with their supervisor to add goals to his/her evaluation form based on his/her job description. The five competencies for the position will be pre-loaded into the employee's evaluation form. The employee's supervisor shall determine the number of goals, no more than five, based on the position.

Step Increases: Part-time non-benefitted employees shall be eligible to receive a step increase on their anniversary date provided they have ~~an on-target~~ **a consistent** evaluation on file with Human Resources.

CITY OF APPLETON PERSONNEL POLICIES	TITLE: CONDITIONS OF EMPLOYMENT	
ISSUE DATE: July 18, 2002	LAST UPDATE: July 2002 April 24, 2006 November 4, 2010 August 2012 June 2014 (clarification to “at will statement”)	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees. <i>All employees (last section as noted applies only to employees not covered by a CBA)</i>	TOTAL PAGES: 5
Reviewed by Legal Services Date: June 2002 October 2010	Committee Approval Date: July 10, 2002 December 12, 2011	Council Approval Date: July 17, 2002 December 21, 2011

I. PURPOSE

The purpose of this policy is to outline the Conditions of Employment for City of Appleton employees.

II. POLICY

It is the policy of the City of Appleton to treat employees consistently and fairly in matters affecting the conditions of their employment.

A Collective Bargaining Agreement with more specific language than what is in the policy shall be the language applied.

III. DISCUSSION

The City of Appleton shall enforce all conditions of employment as outlined in this policy. Failure to comply with this policy may result in corrective action up to and including discharge.

Hours of Work

The normal work week for City employees shall be forty hours per week, except in those departments where the nature of work requires more than forty hours. Each Department Director/ or designee shall determine the hours based on the needs of the department.

Paid Breaks and Clean up time

Paid Breaks: Employees may be allowed up to 30 minutes for break(s) per 8 hour shift based on supervisory approval. Breaks not taken are lost. Breaks cannot be accumulated or used to shorten

the work day.

Break times are to be arranged between the employee and their supervisor or Department Director provided time permits. It is the Department Director's responsibility to assure that adequate staff coverage is provided if breaks are scheduled.

Clean up time may be approved based on the needs of the department and supervisory approval.

Review Period

Original appointments to regular positions will normally be made with a review period of 3 and 5 months, and annually thereafter. Employees may be subject to periodic reviews and goal setting after the completion of the initial review period.

Auto Insurance

The City does not provide insurance coverage for an employee's privately owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

(a) Single limit of liability - \$200,000 for bodily injury and property damage.

OR

(b) Split limit of liability with limits of; \$100,000 each person bodily injury, \$300,000 each accident bodily injury, \$50,000 property damage

Inclement Weather

If, during periods of inclement weather, conditions begin to reach the stage where travel may become extremely hazardous, the Mayor may deem it appropriate to allow non-essential personnel to return home for their own safety. The time lost for any employee who chooses to leave or not come in to work shall be without pay. An employee may use compensatory time, paid leave such as vacation, PTO or floating holiday pay, or may request approval of their department director to make the time up within the payroll period.

Lay-Offs

Lay-off plans shall be approved by the Human Resources Director before they are implemented and shall be based on the needs of the organization. Any layoffs for budgetary reasons shall first go through the committee of jurisdiction and are subject to final council approval before they are implemented. Lay-offs as a result of elimination of grant funding will be reported as information to the Committee of Jurisdiction.

Position Elimination

No position will be eliminated from the table of organization without the approval of Council. Individual(s) in the eliminated position will remain in service until the change to the table of organization is approved by Council.

Corrective Action

The purpose of corrective action is to correct job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance by their respective departments and such rules and standards shall be consistently applied. All copies of documented verbal reprimands, written reprimands, suspensions, demotions, and terminations shall be provided to the employee, employees' supervisor, Department Director and Human Resources Director, and kept in the employee's Personnel File located in Human Resources. Demotions and suspensions shall be discussed with the Department Director and Human Resources Director before such action is taken. Terminations shall be discussed with the Department Director, Human Resources Director and the City Attorney. In the event that immediate action is required and the Human Resources Director or City Attorney cannot be reached, the employee can be placed on administrative leave with pay pending investigation. Employees shall have access to the City's grievance procedure provided the issue is related to discipline, termination or safety reasons. A complaint procedure will be available for issues not covered by the grievance procedure.

Return of City Equipment

Employees leaving City employment must return uniforms, cell phones, pagers, keys, key cards, credit cards or procurement cards, tools and equipment on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

Outside Forms of Compensation

All fees, gratuities, witness fees, honorarium or any other form of compensation for outside service's performed while being paid by the City shall be turned over to the City and any such activities for which such compensation is paid shall be reported to their Department Director. This subsection shall not be construed to apply to situations which result from a non work related situation, while an employee is on a bona fide vacation, PTO day, taking floating or other holidays, or to part-time employees except during those times when they are actually performing services to the City, and it shall not apply to the reimbursement of actual and necessary expenses occurring under such circumstances.

Police and Fire Protective employees reaching age 55

Protective employees who reach age 55 are required to complete an annual physical, determined by the City with the City's Occupational Health provider. The NFPA physical for Fire employees shall suffice for this requirement provided they are deemed Fit for Duty by the City's Occupational Health provider.

THE SECTIONS LISTED BELOW APPLY TO ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT.

Outside Services or Employment

The City's policy on outside duties or employment shall be as follows:

- (a) City employees may not engage in outside employment which conflicts with or affects the performance of their duty with the City.*
- (b) No person shall hold more than one full or part-time City position at the same time without the Department Director and Human Resources Director approval.*

Severance Pay

The Human Resources Director, City Attorney and Mayor shall be responsible for developing and offering severance packages if applicable. The accepted package shall be reported to the Human Resources Committee in a closed session

Transfers

Employees may apply for transfer to another vacant City position for which they are qualified. Such application should be made to the Human Resources Department. If the employee is selected and if the work performance of the transferred employee is not regarded as satisfactory, the Department Director involved may agree to the return of the employee to their former department if a vacancy is available.

Resignations

*Employees in pay grades B-J of the Compensation Plan wishing to leave City employment shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure. Employees in pay grades K through T of the Compensation Plan shall submit a resignation in writing to their Department Director or the Mayor whichever is appropriate at least four weeks in advance of their planned departure. All other employees shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure. **All notices shall be exclusive of any accrued paid time off taken unless for unavoidable circumstances, or if prior approval is obtained from the Department Head.** Employees who give the above noted notice shall be paid out for accrued benefits owed them. It is expected that employees will give as much*

notice as possible in order to facilitate recruitment and orientation of new staff members.

Last Day of Work

Employees retiring or resigning from their position may not extend their final date of employment using unused paid time off (ie: vacation, PTO, Floating Holiday, Sick). The employee's last day of employment shall be defined as the last day the employee is physically at work unless special circumstances exist where the employee is unable to return to work due to an FMLA qualifying event or other medical condition.

At-will Status

Employment with the City is strictly "at-will" unless you are a non-probationary employee covered under a collective bargaining agreement, department director or the terms of your employment are subject to a written contract or other express legal authority. As an at-will employee, you may terminate your employment at any time for any or no reason at all. Likewise, the City has the right to terminate your employment at any time, with or without notice, and for any or no reason at all.

**RECRUITMENT STATUS REPORT
UPDATES THRU 02/10/17**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Inspector	DPW	1/6/17	12/20/16	1	Background and references pending
	Laborer	DPW	12/19/16	11/22/16	1	Interviews 2/24/17
	Operator I – Parking	DPW	11/9/16 1/31/17	Council apprvd. TO change 1/17/17	2	Interviews 2/23/17
	Administrative Support Specialist	DPW	2/6/17	Pending	1	Application deadline 2/26/17
	Engineering Technician	DPW	1/27/17	2/8/17	1	Application deadline 3/5/17
	PT Bus Driver	Valley Transit	10/3/16 1/16/17 2-TO Change	9/29/16 Council apprvd T.O. change	4	Meeting with union to discuss creative solutions Open process to continue to accept applications
	Communication Technician	Valley Transit	2/10/17	2/9/17	1	Diane DeWall assigned 2/13/17
	Part-time Communication Technician	Valley Transit	2/13/17	2/9/17	1	Internal posting down 2/21/17 Application deadline 2/26/17
	Maintenance Supervisor	Valley Transit	7/8/16	9/1/16	1	Medical pending
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Application deadline 2/12/17
SANDY	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Currently evaluating the next step(s)
JAY	Police Officer	Police	NA	NA	Elig list	Backgrounds pending
	Community Service Officer	Police	NA	11/28/16	1 + elig list	Chief interviews in progress
	Crossing Guard (Regular and Alternate)	Police	NA	1/11/17	3 + Elig List	Background pending on top candidate. Re-advertising with application deadline 3/12/17
	Weights and Measures Specialist (Half-time)	Health	NA	Part of 2017 budget	1	Re-advertising with application deadline date 3/19/17
	Battalion Chief – Operations	Fire	1/3/17	1/17/17	1	PFC interview on 2/15/17 and psychological on 2/17/17
	Fire Fighter	Fire	7/14/16	9/29/16	1	Conditional offers extended and final steps pending
	Account Clerk I	Finance	3/3/17	Pending	1	Request to fill pending
	Public Health Preparedness Coordinator - .75 FTE	Health	12/30/16	Re-org apprvd 1/18/17	1	Skype interviews 2/20/17

TOTAL POSITIONS OPEN = 24 TOTAL ELIGIBILITY LISTS = 3

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
	Fire – Battalion Chief – Training Officer	Fire	9/3/16	9/29/16	1	Next steps pending (Re-evaluating position)
	Battalion Chief – Operations	Fire	2/5/17	Hold	1	On hold for now – one of two vacancies
KIM	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke

TOTAL POSITIONS ON HOLD = 4 TOTAL ELIGIBILITY LISTS = 0