

**RECRUITMENT STATUS REPORT  
UPDATES THRU 2-5-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
<b>KIM</b>	Street Operator I	DPW	9/21/15 1/8/16	4/15/15 1/18/16	2	Colin Heathman and Nick Klubertanz promoted 2/8/16
	Engineering Technician	DPW	1/4/16	1/22/16	1	Larry Nieland retirement Application deadline date 2/7/16
	Laborer	DPW	12/11/15 2/8/15	12/17/15 1/18/16 (Prev. RTF from Op I –Street process)	1	Application deadline 2/14/16 Mark Pauley and Nick Klubertanz promoted Joe Meiller assigned to day Laborer
	2 <sup>nd</sup> Shift Laborer	DPW	2/8/16	1/18/16 (Prev. RTF from Op I –Street process)	1	Application deadline 2/21/16
	Recreation Programmer	PRFM	NA	NA	1	Start date pending
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Background and references pending
	Grounds Coordinator	PRFM	1/27/16	2/10/16	1	Application deadline date 2/21/16
	Plans and Records Specialist	PRFM	12/21/15	12/16/15	1	Second interview with final candidate 2/16/16
	PT Comm Tech – VT	Valley Transit	10/2/15	9/17/15	1	Resignation of Andrew Harp Testing pending on top candidate
<b>JAY</b>	Police Officer	Police	1/7/16 2/2/16	2/3/16 2/3/16	2 + elig. List	PFC interviews 2/9/16
	CSO	Police	NA	2/2/16	4+ Elig List	Background pending on one candidate Alex Koratko, Anthony Artymiuk, and Payne Hughes starting 2/12/16 Re-advertising position with a deadline date of 2/28/16
	Communication Technician	Police	2/11/16	2/3/16	1	Teri Nilson retirement 2/11/16. Currently defining the hiring process
	Fire Fighter	Fire	2/1/16 3/16/16	2/3/16 2/3/16	2	Backgrounds pending on two candidates
	Librarian	Library	1/4/16	1/4/16	1	Interviews on 2/16/16
	Customer Service Accounting Supervisor	Finance	12/10/15	1/5/16	1	Interviews on 2/5/16 and 2/8/16
	Community Development Specialist	Community Development	12/11/15	1/4/16	1	Interviews on 2/19/16

**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
<b>JAY</b>	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Public Health Nurse (.8 FTE)	Health	2/1/16	Hold	1	Department currently evaluating Status of grant funding is in question
<b>KIM</b>	Bus Driver	Valley Transit	11/9/15 2/12/16	Pending	2	Transfer of Joe Meiller Resignation of George Dahl

**TOTAL POSITIONS ON HOLD = 4    TOTAL ELIGIBILITY LISTS = 0**