

**RECRUITMENT STATUS REPORT  
UPDATES THRU 12-9-16**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
<b>KIM</b>	Operator II (Water)	DPW	12/2/16	11/22/16 11/22/16	2	Application deadline 12/11/16
	Operations Crew Leader Parking	DPW	Apprvd in 2017 budget	Apprvd in 2017 budget	1	Interviews 12/14/16
	Customer Service Specialist	DPW	1/3/17	11/22/16	1	Application deadline 12/11/16
	Inspector	DPW	1/6/17	Pending	1	Retirement of Kevin Kettner
	PT Bus Driver	Valley Transit	10/3/16	9/29/16	1	No successful candidates. Meeting with union to discuss creative solutions. Opened process to continue to accept applications.
	Part-time Communication Technician	Valley Transit	10/6/16 1/3/19	10/12/16 12/6/16	2	Diane DeWall starting 12/12/16 Promotional vacancy from Laura VanHooreweghe move
	Administrative Assistant (.6FTE)	Valley Transit	Apprvd in 2017 budget	Apprvd in 2017 budget	1	Laura VanHooreweghe starting 1/3/17
	Maintenance Supervisor	Valley Transit	7/8/16	9/1/16	1	Medical pending
	Road Supervisor	Valley Transit	10/19/16	11/3/16	1	Todd Schafer promoted 12/19/16
	Assistant General Manager	Valley Transit	11/22/16	11/28/16	1	Application deadline 12/11/16
<b>JAY</b>	Police Officer	Police	9/16/16 9/16/16	8/29/16 8/29/16	2 + Elig list	Conditional offers extended to two candidates Background pending on one candidate
	Community Service Officer	Police	NA	11/28/16	1 + elig list	Application deadline date 1/1/17
	Library Page Clerk – Half-time	Library	11/15/16	11/14/16	1	Panel interviews 12/16/16
	Fire Fighter	Fire	7/14/16	9/29/16	1	PFC interviews 12/12/16 and 12/13/16
	Fire – Battalion Chief – Training Officer	Fire	9/3/16	9/29/16	1	Assessment center on 12/19/16
	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Panel interviews 12/14/16 and 12/15/16

**TOTAL POSITIONS OPEN = 19 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**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
<b>KIM</b>	Parking Ramp Attendant	DPW	11/9/16	Pending	1	Department working on T.O. change request

**TOTAL POSITIONS ON HOLD = 2 TOTAL ELIGIBILITY LISTS = 0**