

**RECRUITMENT STATUS REPORT
UPDATES THRU 12-30-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Operations Crew Leader Parking	DPW	Apprvd in 2017 budget	Apprvd in 2017 budget	1	Candidate withdrew. Next steps pending with second candidate.
	Customer Service Specialist	DPW	1/3/17	11/22/16	1	Tracie Erbrecht start date 1/23/17
	Inspector	DPW	1/6/17	12/20/16	1	Mailing to licensed Master Electricians with deadline to apply 1/8/17
	Operator I – Sanitation	DPW	12/13/16	12/20/16	1	Internal announcement deadline date 1/8/17
	Operator I - Street	DPW	1/3/17	11/22/16	1	Internal announcement deadline date 1/8/17
	Laborer	DPW	12/19/16	11/22/16	1	Application deadline date 1/22/17
	Operator I – Parking	DPW	11/9/16	Council apprvd. TO change	1	Application deadline 1/8/17 – Internal announcement
	Assessment Technician	DPW	1/16/17	1/4/17	1	Retirement of Mary Schlimm Opening process 1/6/17
	PT Bus Driver	Valley Transit	10/3/16	9/29/16	1	Meeting with union to discuss creative solutions. Opened process to continue to accept applications. Testing for one candidate pending
	Bus Driver - Full-time	Valley Transit	12/19/16	Pending	1	Todd Schafer's vacancy Internal posting down 1/6/17
	Part-time Communication Technician	Valley Transit	1/03/19	12/6/16	1	Application deadline date 12/27/16 Testing complete on 1/5/17
	Para-Transit/Operations Supervisor	Valley Transit	12/19/16	12/20/16	1	Interviews 1/5/17
	Maintenance Supervisor	Valley Transit	7/8/16	9/1/16	1	Candidate withdrew. Application deadline 1/15/17
JAY	Police Officer	Police	9/16/16 9/16/16	8/29/16 8/29/16	Elig list	Chief interviews in progress
	Community Service Officer	Police	NA	11/28/16	1 + elig list	Physical fitness test 1/24/17 and panel interviews on 2/10/17
	Library Page Clerk – Half-time	Library	11/15/16	11/14/16	1	Simone Kramer start date 1/12/17
	Library Assistant (sub)	Library	NA	12/8/16	2	Application deadline date 1/22/17
	Weights and Measures Specialist (Half-time)	Health	NA	Part of 2017 budget	1	Application deadline date 1/15/17
	Deputy Fire Chief	Fire	2/3/17	12/21/16	1	PFC interview 1/4/17 and psychological evaluation on 1/13/17
SANDY	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Second interviews 1/17/17

TOTAL POSITIONS OPEN = 20 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
	Elections Clerk	Legal Services	12/1/16	Pending	1	Department currently reviewing the job description. Request to fill pending
	Fire Fighter	Fire	7/14/16	9/29/16	1	Next step(s) pending
	Fire – Battalion Chief – Training Officer	Fire	9/3/16	9/29/16	1	Next steps pending
	Public Health Preparedness Coordinator	Health	12/30/16	Pending	1	Sarah Scanlon resignation
KIM	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke

TOTAL POSITIONS ON HOLD = 6 TOTAL ELIGIBILITY LISTS = 0