

**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