

**RECRUITMENT STATUS REPORT
UPDATES THRU 05/05/17**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Operator I – Parking	DPW	1/31/17	1/17/17	1	Roger Faas starting 5/15/17
	PT Bus Driver	Valley Transit	NA	NA	Flexible	Will keep process open with new flex schedule options Interviews 5/11/17
	Bus Driver	VT	5/2/17	5/1/17	1	Retirement of Mike Guyette Internal posting down 5/4/17
	Comm Tech	Valley Transit	4/3/2017	3/30/17	1	Internal signers declined. Background and references pending on final candidate
	Part-time Communication Technician	Valley Transit	2/13/17	2/9/17	1	Background and references pending
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Medical pending on finalist
	Parking Enforcement/Ramp Attendant	DPW	3/13/17	Apprvd with vacancy of Op I parking	1	Promotion of Hugh Hamilton Interviews 5/16/17
	8 Month Utility Locator	DPW	4/10/17	4/25/17	1	Promotion of Luke Coffey Application deadline date 5/14/17
SANDY	Diversity and Inclusion Coordinator	Mayor	7/27/16	10/11/16	1	Application deadline date 5/14/17
JAY	Police Officer	Police	NA	NA	Elig list	Conditional offer extended and final steps pending Re-advertising to establish an updated eligibility list
	Crossing Guard (Regular and Alternate)	Police	NA	1/11/17	1 + Elig List	Background pending
	Administrative Support Specialist	Police	2/1/17	Re-org apprvd 3/1/17	1	Application deadline date 5/14/17
	Battalion Chief – Resource Development and Special Operations	Fire	Re-org	Re-org approved 3/1/17	1	Top candidate to Dr. Childs 5/12/17
	Library Clerk (half-time)	Library	4/14/17	3/31/17	1	Panel interviews 5/10/17
	Library Assistant (Community Partnerships and Children's Sub)	Library	NA	5/2/17	2	Application deadline date 5/21/17
	Assistant City Attorney	Legal Services	4/7/17	3/20/17	1	Panel interviews 5/16/17
	Library Assistant (Children's Sub)	Library	NA	4/5/17	1 + Elig List	Panel interviews 5/15/17
	Principal Planner	C&ED	5/18/17	4/27/17	1	Application deadline date 5/21/17
	Secretary to the Mayor	Mayor	5/12/17	4/27/17	1	Application deadline date 5/21/17

TOTAL POSITIONS OPEN = 18 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
	Training and Resource Development Specialist	Fire	Re-org/newly created	Re-org approved 3/1/17	1	On hold until the Battalion Chief Resource Development and Special Operations position is filled
	Battalion Chief – Operations	Fire	2/5/17	Hold	1	On hold for now
KIM	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke

TOTAL POSITIONS ON HOLD = 4 TOTAL ELIGIBILITY LISTS = 0