

**Vacant Position Status Report as of 01/31/2020**

**By Phase**

Department Name	Position Title	Positions	Vacancy Date/Position Approval Date	# of days Vacant	Recruitment Phase		Comments
					1- Employee waiting to start	2- Employee in background	
					3- Recruitment Ongoing		
					4- Recruitment waiting to begin		
					5- Other		
Information Technology	Information Technology Technician	1.00	6/6/2019	239	2	Candidate in Backgrounds	
Police	Police Management Analyst	1.00	7/1/2019	214	2	Candidate in Backgrounds	
Police	Comm Dispatcher	1.00	7/1/2019	214	2	Conditional job offer given; start date TBD	
Police	Police Officer	1.00	10/5/2019	118	2	Conditional job offer given; start date TBD	
Police	Community Service Officer	1.00	7/1/2019	214	2	Applicant given conditional job offer; start date TBD	
Public Works	Senior Administrative Analyst	1.00	7/1/2019	214	2	Candidate in Backgrounds	
Economic Development	Econ Development Specialist	1.00	6/28/2019	217	3	Recruitment started 1/15/20	
Finance	Senior Accountant	1.00	2/4/2019	361	3	Extended recruitment due to lack of qualified applicants; Interviews 2/20/2020	
Finance	Senior Accountant	1.00	10/13/2019	110	3	Interviews 2/20/2020	
Fire	Fire Captain - 40	1.00	11/9/2019	83	3	Recruitment to open 2/7/20	
Fire	Executive Assistant	1.00	7/1/2019	214	3	Candidate Interviews 2/6/20	
Fire	Haz Mat Inspector	1.00	9/19/2019	134	3	Candidate Testing	
Human Resources	Human Resources Technician	1.00	11/1/2019	91	3	Interviewing Candidates 2/10-2/14	
Information Technology	Information Technology Analyst	1.00	6/17/2019	228	3	Interviews 2/18/2020	

**Vacant Position Status Report as of 01/31/2020**

**By Phase**

Department Name	Position Title	Positions	Vacancy Date/Position Approval Date	# of days Vacant	Recruitment Phase		Comments
					1- Employee waiting to start	2- Employee in background	
					3- Recruitment Ongoing		
					4- Recruitment waiting to begin		
					5- Other		
Information Technology	Information Technology Analyst	1.00	7/1/2019	214	3	Interviews 2/18/2020	
Police	Police Clerk Super	1.00	12/28/2018	399	3	Recruitment ongoing; applicant interviews March 2020	
Police	Comm Dispatcher	1.00	10/29/2019	94	3	Candidate in Backgrounds	
Police	Community Service Officer	1.00	7/1/2019	214	3	Recruitment continuously open; Applicant interviews scheduled March 2020	
Police	Police Officer	1.00	9/6/2019	147	3	Candidate in Backgrounds	
Public Works	Maint Worker II-40	1.00	1/5/2020	26	3	Interviews 2/12-2/13	
Public Works	Maint Worker I-40	1.00	5/30/2019	246	3	Interviews 2/12-2/13	
Public Works	Maint Worker II-40	1.00	1/5/2020	26	3	Interviews 2/12-2/13	
Public Works	Maint Worker II-40	1.00	1/5/2020	26	3	Interviews 2/12-2/13	
Public Works	Maint Worker II-40	1.00	5/30/2019	246	3	Interviews 2/12-2/13	
Public Works	Maintenance Worker III - 40	1.00	7/1/2019	214	3	Extended recruitment due to eligibility list exhausted; Interviews 2/12-2/13	
Recreation	Public Services Assistant I	1.00	7/1/2019	214	3	Interviewing Candidates	
Recreation	Program Coordinator	1.00	7/1/2019	214	3	Recruitment to start 2/7/20	

**Vacant Position Status Report as of 01/31/2020**

**By Phase**

Department Name	Position Title	Positions	Vacancy Date/Position Approval Date	# of days Vacant	Recruitment Phase		Comments
					1- Employee waiting to start	2- Employee in background	
					3- Recruitment Ongoing		
					4- Recruitment waiting to begin		
					5- Other		
Recreation	Program Coordinator	1.00	12/27/2019	35		3	Recruitment to start 2/7/20
Building & Housing	Building/NP Inspector	1.00	11/22/2019	70		4	in Human Resource's recruitment queue
Building & Housing	Senior Building Inspector	1.00	9/15/2019	138		4	Department working on exam materials
Building & Housing	Senior Plan Check Engineer	1.00	09/15/2019	138		4	in Human Resource's recruitment queue
Building & Housing	Senior Administrative Analyst	1.00	7/1/2019	214		4	Department working on exam materials
Engineering	GIS Technician	1.00	7/1/2019	214		4	Department working on exam materials
Fire	Fire Engineer	1.00	5/25/2019	251		4	in Human Resource's recruitment queue
Fire	Fire Prev Inspector	1.00	7/1/2019	214		4	in Human Resource's recruitment queue
Information Technology	Sr. Information Analyst/Dev	1.00	7/1/2018	579		4	Extensive discussions with Bargaining Unit reg. salary range; Department working on exam materials
Public Works	Senior Public Works Lead	1.00	9/16/2018	502		4	in Human Resource's recruitment queue, in salary discussions with MEA
Public Works	Maintenance Worker III - 40	1.00	6/19/2019	226		4	Extended recruitment due to eligibility list exhausted; Interviews 2/12-2/13
Public Works	Fleet Maint Worker III - 40	1.00	3/3/2019	334		4	in Human Resource's recruitment queue
Public Works	Equipment Maint Worker II -40	1.00	7/1/2019	214		4	in Human Resource's recruitment queue
Public Works	Administrative Analyst II	1.00	12/4/2018	423		4	Interviews 2/7/20
Public Works	Environmental Inspector	1.00	7/1/2019	214		4	in Human Resource's recruitment queue
Recreation	Rec Serv Asst IV	1.00	1/6/2020	25		4	in Human Resource's recruitment queue
Recreation	Rec Serv Asst II	1.00	7/1/2019	214		4	Recruitment to start 3/6/20

Vacant Position Status Report as of 01/31/2020			By Phase				
Department Name	Position Title	Positions	Vacancy Date/Position Approval Date	# of days Vacant	Recruitment Phase		Comments
					1- Employee waiting to start	2- Employee in background	
					3- Recruitment Ongoing		
					4- Recruitment waiting to begin		
					5- Other		
Recreation	Office Asst II	1.00	7/1/2019	214	4	Recruitment to start 3/6/20	
Building & Housing	Building/NP Inspector	1.00	9/15/2019	138	5	Pending Council Consideration for Classification Adjustment 2/18/20	
Building & Housing	Office Specialist	1.00	12/22/2019	40	5	Pending Council Consideration for Classification Adjustment 2/18/20	
City Manager	City Manager	1.00	6/4/2019	241	5	Pending Council Decision to fill the position	
City Manager	Public Information Officer	1.00	1/3/2020	28	5	Pending Council review of the Communication Study scheduled for 2/18/20	
Engineering	Asst Civil Engineer	1.00	1/2/2020	29	5	Pending Council Consideration for Classification Adjustment 2/18/20	
Finance	Budget Manager	1.00	9/27/2019	126	5	Based on the results of a comparative compensation study for the position, staff submitted for Council Consideration a salary range adjustment for 2/18/20	
Finance	Finance Technician	1.00	8/30/2019	154	5	This position has been held vacant for a reclassification recommendation forthcoming for Council consideration as part of the FY 2020-21 Proposed Operating Budget in support of developing a robust risk management program.	
Finance	Customer Services Supervisor	1.00	7/1/2018	579	5	Pending Council Consideration for a Salary	
Finance	Water Meter Reader II - 40	0.50	7/1/2017	944	5	Funding is used for temporary meter readers who are on call as needed; will recommend converting the 0.50 permanent position to temp. salaries as part of the FY 2020-21 Proposed Budget	
Fire	Entry Level Fire Inspector	1.00	7/1/2019	214	5	Staff is developing Job Specifications	

**Vacant Position Status Report as of 01/31/2020**

**By Phase**

Department Name	Position Title	Positions	Vacancy Date/Position Approval Date	# of days Vacant	Recruitment Phase		Comments
					1- Employee waiting to start	2- Employee in background	
Police	Patrol Officer	1.00	12/15/2019	47	5		Candidate in Backgrounds
Police	Patrol Officer	1.00	1/1/2019	395	5		Recruitment continuously open
Police	Patrol Officer	1.00	7/1/2017	944	5		Recruitment continuously open
<b>Total Vacancies</b>		<b>57.50</b>					
<b>Vacancy Rate</b>		<b>13.15%</b>					