



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final

### Human Resources & Information Technology Committee

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Wednesday, February 23, 2022

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-0182](#) Minutes 1-26-22

**Attachments:** [Minutes 1-26-22.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[22-0184](#) Request to approve Pool Manager position to pay grade 8 in Seasonal Pay Plan.

**Attachments:** [Pool Manager Pay Grade Memo.pdf](#)  
[Seasonal Pay Plan draft.pdf](#)

[22-0185](#) Request to approve over-hire for Benefits Coordinator position in H.R.

**Attachments:** [HR Overhire memo.pdf](#)

[22-0186](#) Request to approve change to Information Technology table of organization.

**Attachments:** [IT Table of Organization Change Memo.pdf](#)  
[Information Technology TO draft 2-23-22.pdf](#)

#### 6. Information Items

[22-0187](#) 2021 end of year report on the Connecting Care Clinic.

**Attachments:** [2021 EOY CCC Scorecard.pdf](#)

[22-0183](#) Recruitment Status Report 2-18-22

**Attachments:** [RSR 2.18.22.pdf](#)

7. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

*Questions on agenda contact Director Ratchman at 920-832-6427.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
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## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, January 26, 2022

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Thao, Fenton, Hartzheim and Smith

**Excused:** 1 - Alfheim

3. Approval of minutes from previous meeting

[22-0055](#)

Minutes from 12/8/21

**Attachments:** [Minutes 12-8-21.pdf](#)

**Hartzheim moved, seconded by Smith, that the minutes be approved. Roll Call.  
Motion carried by the following vote:**

**Aye:** 4 - Thao, Fenton, Hartzheim and Smith

**Excused:** 1 - Alfheim

4. **Public Hearings/Appearances**

5. **Action Items**

[22-0056](#)

Request to approve contract with Baker Tilly to complete an updated comprehensive compensation study.

**Attachments:** [Compensation Study.pdf](#)

**Smith moved, seconded by Hartzheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Thao, Fenton, Hartzheim and Smith

**Excused:** 1 - Alfheim

[22-0057](#)

Request to approve contract with Employment Resource Group, Inc. in order to conduct a national search for the Director of Public Works vacancy.

**Attachments:** [DPW Director Recruitment Process.pdf](#)

**Smith moved, seconded by Hartzheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Thao, Fenton, Hartzheim and Smith

**Excused:** 1 - Alfheim

## 6. Information Items

[22-0058](#)

Library TO change to reflect supervisory report change of Safety Supervisor from the Assistant Director to the Business Manager

**Attachments:** [Library TO Change.pdf](#)

[Library TO 1-3-22.pdf](#)

**This Presentation was received and filed**

[22-0060](#)

Recruitment Status Report 1/20/2022

**Attachments:** [RSR 1.20.22.pdf](#)

**This Report was received and filed**

## 7. Adjournment

**Smith moved, seconded by Hartzheim, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Thao, Fenton, Hartzheim and Smith

**Excused:** 1 - Alfheim



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-3925 FAX (920) 993-3103  
Email – [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Human Resources Committee  
FROM: Dean Gazza, Director of Parks, Recreation, and Facilities Management  
DATE: February 23, 2022  
RE: Pool Manager Seasonal Pay Grade

The Parks, Recreation, and Facilities Management Department is requesting that the Pool Manager position, which is currently in pay grade 7 on the seasonal pay schedule, be moved to pay grade 8 to be competitive in this challenging hiring climate.

The decline in available aquatics facility staff (including pool managers and lifeguards) has been a trend over the past several years nationwide but has been exacerbated by the lack of candidates and increase in wages by those competing for the same workforce. In addition, the level of responsibility for these positions is quite high compared to other jobs in the same pay range.

Upon completing a market survey for the pool manager position, the City of Appleton ranks the lowest in our area. To ensure that we can attract enough quality candidates for the upcoming season, we feel it is imperative to increase the pay grade for the Pool Manager position.

Pay Grade 7 – \$13.66 - \$15.56

Pay Grade 8 - \$15.56 – \$17.44

Starting Wages:

|                 |                   |                   |                   |          |
|-----------------|-------------------|-------------------|-------------------|----------|
| Appleton        | De Pere           | Green Bay         | Neenah            | Kaukauna |
| \$13.66-\$15.66 | \$19.00 - \$20.00 | \$16.51           | \$14.00 - \$15.50 | \$15.19  |
| Little Chute    | Oshkosh           | Outagamie         | Kimberly          |          |
| \$15.00         | \$15.50 - \$16.00 | \$15.50 - \$18.31 | \$14.88 - \$17.00 |          |

Please contact me at 920-832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.

## 2022 SEASONAL/RECREATION PAY SCHEDULE

|  |                          |
|--|--------------------------|
| <b>WIAA Certified Sports Officials</b>         | <b>\$26.20 per game</b>  |
| <b>Certified Fitness Instructor</b>            | <b>\$26.20 per class</b> |
| <b>Background Investigator</b>                 | <b>\$29.33 per hour</b>  |
| <b>Chief Election Inspector &amp; co-chief</b> | <b>\$12.90 per hour</b>  |
| <b>Election Inspector</b>                      | <b>\$9.92 per hour</b>   |

| <b>PAY GRADE</b>  | <b>1st Year</b> | <b>2nd Year</b> | <b>3rd Year</b> | <b>4th Year</b> |
|---|-----------------|-----------------|-----------------|-----------------|
| <b>GRADE 8</b>  | \$15.56         | \$16.19         | \$16.83         | \$17.44         |
| Adult Sport Official (non-certified)<br><i>Adult Flag Football</i><br>Youth Sport Official III<br>Recreation/Sports Instructor III (non-certified)<br><i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i><br><b>Pool Manager</b><br>Activity Coordinator III<br><i>Assistant Clubhouse Supervisor</i><br><i>Playground Coordinator</i>  |                 |                 |                 |                 |
| <b>GRADE 7</b>  | \$13.66         | \$14.29         | \$14.91         | \$15.56         |
| Code Compliance Inspector<br>Activity Coordinator II<br><i>Assistant Playground Coordinator</i><br>Recreation/Sports Instructor II<br><i>Dance Instructor</i><br><i>Preschool Instructors (Jr. Clubhouse, Teacher and Me)</i><br><i>Adult Instructor (Spanish, Special Events)</i><br>Facility Manager III<br><b>Pool Manager</b>   |                 |                 |                 |                 |
| <b>GRADE 6</b>  | \$12.82         | \$13.46         | \$14.09         | \$14.69         |
| Lifeguard III/Swim Instructor<br>Concession Manager   |                 |                 |                 |                 |
| <b>GRADE 5</b>  | \$12.04         | \$12.65         | \$13.27         | \$13.90         |
| Engineering Aide-Inspection/drafting survey<br>Engineering Aide-Traffic<br>Activity Coordinator I<br><i>Youth Sports - Assistant Coordinator</i><br>Facility Manager II<br><i>League Facility Supervisor</i><br><i>Director of Instruction-Swim Lessons</i><br><i>Scheig Center Attendant</i><br><i>Maintenance Lead Outdoor Pools</i><br>Recreation/Sports Instructor I<br><i>Bike Safety Instructor</i><br><i>Camp Instructor (Tennis, Soccer, Baseball, Golf, Sports Exploration)</i><br>Youth Sport Official II<br>Lifeguard II/Swim Instructor |                 |                 |                 |                 |
| <b>GRADE 4</b>  | \$10.98         | \$11.58         | \$12.22         | \$12.90         |
| Laborer<br>Program Activity Leader II<br><i>Camp Supervisor</i><br><i>Playground Leader</i><br>Facility Manager I<br><i>Clubhouse Attendant</i><br><i>Facility Supervisor-Winter Recreation Center</i><br>Student Intern<br>Lifeguard/Swim Instructors  |                 |                 |                 |                 |
| <b>GRADE 3</b>  | \$9.92          | \$10.52         | \$11.18         | \$11.89         |
| Program/Activity Leader I<br><i>Assistant Dance Instructor</i><br>Customer Service Associate<br><i>Outside Operations (Golf)</i><br>Pool Cashier, Concessionaire<br>Youth Sports Official I   |                 |                 |                 |                 |
| <b>GRADE 2</b>  | \$8.99          | \$9.29          | \$9.63          | \$9.92          |
| none  |                 |                 |                 |                 |
| <b>GRADE 1</b>  | \$8.37          | \$8.49          | \$8.63          | \$8.76          |
| Scorekeeper<br><i>Basketball</i><br><i>Flag Football - Youth and Adult</i><br>Attendant/Grounds Personnal<br><i>Concessions/Beverage Cart</i><br><i>Water Slide Attendant</i><br>Grounds Personnel  |                 |                 |                 |                 |

# CITY OF APPLETON

## HUMAN RESOURCES DEPARTMENT



100 N. Appleton St.  
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



[humanresources@appleton.org](mailto:humanresources@appleton.org)

To: Human Resources/Information Technology Committee, and Appleton Common Council

From: Human Resources Director Jay Ratchman 

Date: February 16, 2022

Re: Request approval of Over-Hire for Benefits Coordinator

The City of Appleton Benefits Coordinator has provided notice of retirement effective May 2, 2022.

This position is critical to the organization and works independently on many of the processes related to benefit enrollments, retirement, new hire documentation, and system maintenance related to the HRIS section of Tyler Munis.

The incumbent has 35+ years of experience in this position and holds a wealth of knowledge. For a successful transition to the position's successor, I believe the City of Appleton would benefit from having the incumbent provide valuable training over a four-week over-hire period.

The hiring process is currently open, and we hope to have someone hired by April 4, 2022.

The cost for this over hire is expected to be under \$6,000. This additional cost can be absorbed within the current 2022 Human Resources Department budget.

Thank you for your consideration of this request. If you should have any questions or would like to discuss further, feel free to contact me.



# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



[helpdesk@appleton.org](mailto:helpdesk@appleton.org)

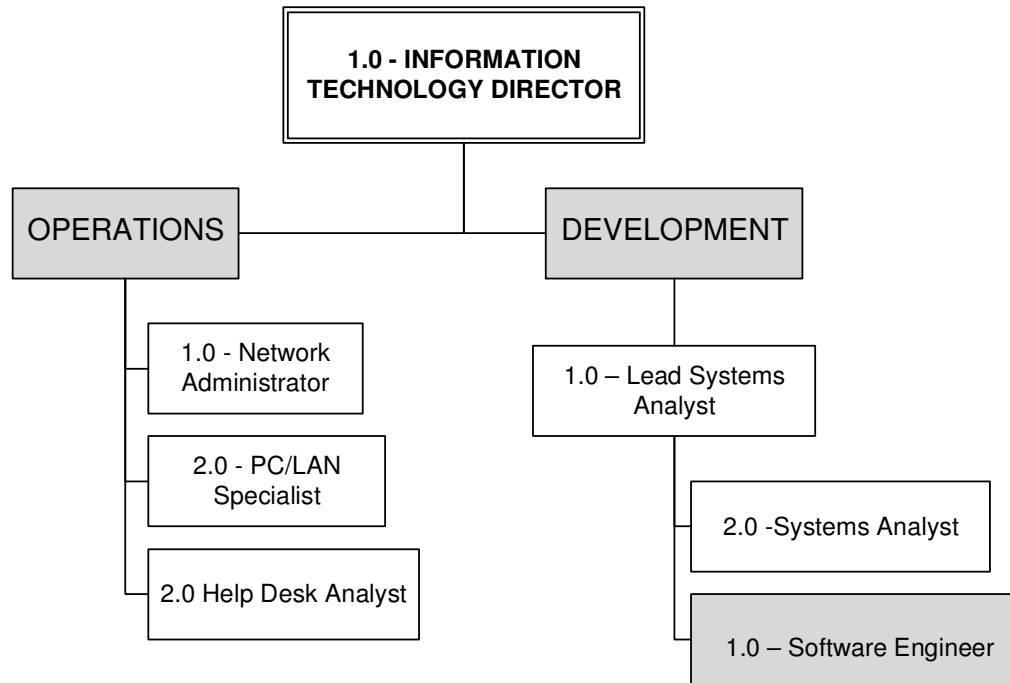
To: Human Resources/IT Committee and Common Council Members  
From: Corey Popp, Information Technology Director  
Date: January 26, 2022  
Re: Change to the Information Technology Department Table of Organization

After careful consideration, I am proposing a change to the Information Technology department table of organization. This change has three parts:

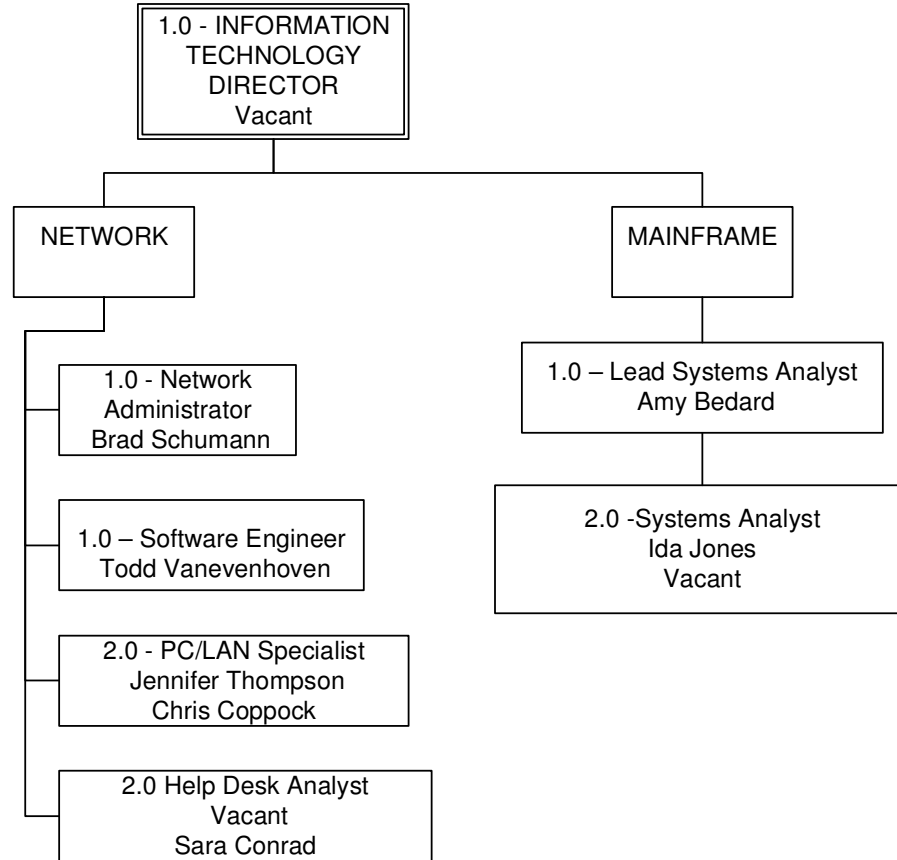
- Rename the current “Mainframe” organization to “Development”
- Rename the current “Network” organization to “Operations”
- Change the Software Engineer to report to the Lead Systems Analyst

These changes update our department’s structure to use current IT terminology and more accurately reflect how our operations currently work. There is no financial impact with this change. Please contact me if you have any questions regarding this recommendation.





DRAFT 2-23-2022



7/31/2021

Onsite Scorecard 2021  
AASD/COA

| ROI                                  | January   | February  | March      | April      | May        | June       | July       | August     | September  | October    | November   | December   |
|--------------------------------------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Provider FTE                         | 2.00      | 2.00      | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       |
| Provider Hours Off                   | 30.0      | 15.5      | 61.5       | 39.5       | 46.0       | 61.5       | 89.0       | 79.5       | 82.5       | 101.5      | 80.0       | 45.0       |
| Monthly Contract Expense             | \$ 69,317 | \$ 69,317 | \$ 69,317  | \$ 69,317  | \$ 69,317  | \$ 69,302  | \$ 60,861  | \$ 63,651  | \$ 65,271  | \$ 57,301  | \$ 54,956  | \$ 65,149  |
| Monthly ROI                          | \$ 16,759 | \$ 7,976  | \$ 19,829  | \$ 21,644  | \$ 14,416  | \$ 38,412  | \$ 42,386  | \$ 46,261  | \$ 14,523  | \$ 51,336  | \$ 30,103  | \$ 34,849  |
| YTD ROI                              | \$ 16,759 | \$ 24,735 | \$ 44,564  | \$ 66,208  | \$ 80,624  | \$ 119,036 | \$ 161,422 | \$ 207,683 | \$ 222,206 | \$ 273,542 | \$ 303,645 | \$ 338,494 |
| Provider Visits: Monthly Break Even  | 83        | 127       | 89         | 73         | 110        | 41         | 43         | 44         | 99         | -37        | 71         | 104        |
| Provider Office Visit Value          | \$ 211.79 | \$ 213.57 | \$ 198.54  | \$ 255.06  | \$ 219.69  | \$ 247.98  | \$ 197.27  | \$ 242.70  | \$ 191.31  | \$ 202.96  | \$ 183.40  | \$ 180.86  |
| Provider Office Visits: Month        | 162       | 164       | 189        | 158        | 176        | 196        | 258        | 235        | 175        | 216        | 235        | 297        |
| Provider Office Visit Savings: Month | \$ 34,310 | \$ 35,025 | \$ 37,525  | \$ 40,300  | \$ 38,665  | \$ 48,605  | \$ 50,895  | \$ 57,035  | \$ 33,480  | \$ 43,840  | \$ 43,100  | \$ 53,715  |
| Provider Office Visits: YTD          | 162       | 326       | 515        | 673        | 849        | 1,045      | 1,303      | 1,538      | 1,713      | 1,929      | 2,164      | 2,461      |
| Provider Office Visit Savings: YTD   | \$ 34,310 | \$ 69,335 | \$ 106,860 | \$ 147,160 | \$ 185,825 | \$ 234,430 | \$ 285,325 | \$ 342,360 | \$ 375,840 | \$ 419,680 | \$ 462,780 | \$ 516,495 |
| PT Visits: Month                     | 111       | 123       | 126        | 156        | 144        | 142        | 150        | 148        | 125        | 126        | 147        | 129        |
| PT Visits: YTD                       | 111       | 234       | 360        | 516        | 660        | 802        | 952        | 1,100      | 1,225      | 1,351      | 1,498      | 1,627      |
| Procedure Savings: Month             | \$ 43,591 | \$ 34,752 | \$ 43,327  | \$ 44,626  | \$ 38,673  | \$ 48,148  | \$ 44,668  | \$ 44,248  | \$ 38,827  | \$ 59,109  | \$ 35,846  | \$ 38,803  |
| Procedure Savings: YTD               | \$ 43,591 | \$ 78,343 | \$ 121,670 | \$ 166,296 | \$ 204,969 | \$ 253,117 | \$ 297,785 | \$ 342,033 | \$ 380,860 | \$ 439,969 | \$ 475,815 | \$ 514,618 |
| Labs: Month                          | 298       | 269       | 244        | 218        | 223        | 361        | 283        | 296        | 243        | 203        | 220        | 258        |
| Lab Savings: Month                   | \$ 8,175  | \$ 7,516  | \$ 8,294   | \$ 6,035   | \$ 6,395   | \$ 10,961  | \$ 7,684   | \$ 8,629   | \$ 7,487   | \$ 5,688   | \$ 6,113   | \$ 7,480   |
| Labs: YTD                            | 298       | 567       | 811        | 1,029      | 1,252      | 1,613      | 1,896      | 2,192      | 2,435      | 2,638      | 2,858      | 3,116      |
| Lab Savings: YTD                     | \$ 8,175  | \$ 15,691 | \$ 23,985  | \$ 30,020  | \$ 36,415  | \$ 47,376  | \$ 55,060  | \$ 63,689  | \$ 71,176  | \$ 76,864  | \$ 82,977  | \$ 90,457  |
| Month E&M                            | January   | February  | March      | April      | May        | June       | July       | August     | September  | October    | November   | December   |
| # New ThedaCare Patient Code         | 4         | 4         | 6          | 5          | 5          | 0          | 7          | 7          | 6          | 1          | 6          | 7          |
| Office Visit: No Charge              | 1%        | 0%        | 0%         | 0%         | 0%         | 0%         | 0%         | 0%         | 0%         | 0%         | 0%         | 0%         |
| Office Visit: Level I                | 0%        | 0%        | 0%         | 1%         | 1%         | 0%         | 0%         | 0%         | 1%         | 6%         | 2%         | 0%         |
| Office Visit: Level II               | 1%        | 3%        | 3%         | 0%         | 1%         | 0%         | 0%         | 1%         | 5%         | 6%         | 0%         | 1%         |
| Office Visit: Level III              | 46%       | 48%       | 54%        | 45%        | 38%        | 29%        | 49%        | 36%        | 51%        | 52%        | 60%        | 61%        |
| Office Visit: Level IV               | 46%       | 45%       | 37%        | 50%        | 58%        | 61%        | 45%        | 56%        | 36%        | 29%        | 33%        | 34%        |
| Office Visit: Level V                | 4%        | 4%        | 6%         | 4%         | 3%         | 10%        | 6%         | 7%         | 7%         | 7%         | 3%         | 4%         |
| Utilization/Service                  | January   | February  | March      | April      | May        | June       | July       | August     | September  | October    | November   | December   |
| Unfilled Provider Slots              | 365       | 352       | 351        | 384        | 336        | 195        | 156        | 224        | 316        | 171        | 202        | 342        |
| % of Provider Slots Unfilled (<35%)  | 65%       | 64%       | 61%        | 66%        | 61%        | 58%        | 35%        | 44%        | 62%        | 40%        | 45%        | 52%        |
| % of Provider Time Available         | 81%       | 80%       | 75%        | 79%        | 77%        | 74%        | 61%        | 69%        | 67%        | 61%        | 60%        | 84%        |
| Work Injuries - Month                | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| Unique Patients: Month               | 147       | 156       | 177        | 153        | 169        | 194        | 136        | 243        | 135        | 218        | 207        | 250        |
| Unique Patients: YTD                 | 147       | 219       | 329        | 412        | 517        | 628        | 754        | 869        | 941        | 1,049      | 1,154      | 1,230      |
| Satisfaction                         | January   | February  | March      | April      | May        | June       | July       | August     | September  | October    | November   | December   |
| # of Surveys Collected               | 31        | 40        | 22         | 18         | 15         | 20         | 11         | 7          | 0          | 1          | 0          | 28         |
| Likelihood to Recommend (>9.0)       | 9.8       | 10.0      | 10.0       | 10.0       | 9.8        | 9.9        | 10.0       | 10.0       | 0.0        | 10.0       | 0.0        | 10.0       |
| I was seen when I wanted to be seen? | 4.0       | 3.8       | 3.7        | 3.9        | 3.8        | 3.8        | 4.0        | 4.0        | 0.0        | 4.0        | 0.0        | 4.0        |

## 2021 ROI SUMMARY

### AASD/COA

| Month      | Contracted Expense | Office Visit Savings | Lab Savings      | Procedure Savings | Total Savings       | ROI               |
|------------|--------------------|----------------------|------------------|-------------------|---------------------|-------------------|
| January    | \$ 69,317          | \$ 34,310            | \$ 8,175         | \$ 43,591         | \$ 86,076           | \$ 16,759         |
| February   | \$ 69,317          | \$ 35,025            | \$ 7,516         | \$ 34,752         | \$ 77,293           | \$ 7,976          |
| March      | \$ 69,317          | \$ 37,525            | \$ 8,294         | \$ 43,327         | \$ 89,146           | \$ 19,829         |
| April      | \$ 69,317          | \$ 40,300            | \$ 6,035         | \$ 44,626         | \$ 90,961           | \$ 21,644         |
| May        | \$ 69,317          | \$ 38,665            | \$ 6,395         | \$ 38,673         | \$ 83,733           | \$ 14,416         |
| June       | \$ 69,302          | \$ 48,605            | \$ 10,961        | \$ 48,148         | \$ 107,714          | \$ 38,412         |
| July       | \$ 60,861          | \$ 50,895            | \$ 7,684         | \$ 44,668         | \$ 103,247          | \$ 42,386         |
| August     | \$ 63,651          | \$ 57,035            | \$ 8,629         | \$ 44,248         | \$ 109,912          | \$ 46,261         |
| September  | \$ 65,271          | \$ 33,480            | \$ 7,487         | \$ 38,827         | \$ 79,794           | \$ 14,523         |
| October    | \$ 57,301          | \$ 43,840            | \$ 5,688         | \$ 59,109         | \$ 108,637          | \$ 51,336         |
| November   | \$ 54,956          | \$ 43,100            | \$ 6,113         | \$ 35,846         | \$ 85,059           | \$ 30,103         |
| December   | \$ 65,149          | \$ 53,715            | \$ 7,480         | \$ 38,803         | \$ 99,998           | \$ 34,849         |
| <b>YTD</b> | <b>\$ 783,076</b>  | <b>\$ 516,495</b>    | <b>\$ 90,457</b> | <b>\$ 514,618</b> | <b>\$ 1,121,570</b> | <b>\$ 338,494</b> |

#### Notes:

Lab, procedure and office visit savings estimated based on insurance cost.

## RECRUITMENT STATUS REPORT

**UPDATES THRU 2/18/2022**

| STAFF PERSON  | POSITION                      | DEPT                            | DATE OF VACANCY | OPEN DATE  | # OF OPENINGS                            | STATUS   |   |
|---|-------------------------------|---------------------------------|-----------------|------------|--|--|---|
| JESSIE  | Public Works Director         | DPW                             | 6/4/2022        | 12/10/2021 | 1  | Employment Resource Group process started 2/4/22.                        |   |
|   | Engineering Technician        | DPW                             | 2/5/2022        | 2/1/2022   | 1  | Panel interviews: 2/21/22.   |   |
|   | Utility Locator               | DPW                             |                 | 2/3/2022   | 1  | Application deadline: 2/20/22.   |   |
|   | HVAC Technician               | PRFM                            | 1/05/2021       | 11/25/2020 | 1  | Application deadline: 2/20/22.   |   |
|   | Electrical/Building Inspector | DPW                             | 2/19/2022       | 1/24/2022  | 1  | Application deadline: 2/27/22.   |   |
|   | Water Plant Operator          | Utilities                       | 3/2/2022        | 2/11/2022  | 1  | Application deadline: 3/6/22.  |   |
|   | Transit Operations Supervisor | VT                              | 9/30/2021       | 10/05/2021 | 1  | Determining next steps.  |   |
|   | Mechanic – VT                 | VT                              | 2/1/2022        | 1/24/2022  | 1  | Determining next steps.  |   |
|   | Part Time Utility Worker – VT | VT                              | 9/30/2021       | 10/05/2021 | 1  | Application deadline: 2/27/2022.   |   |
|   | Bus Driver                    | VT                              | Multiple        | N/A        | 7  | Application deadline: 6/30/22.   |   |
|   | Part-Time Bus Driver          | VT                              | N/A             | N/A        | N/A                                      | Application deadline: 6/30/22.<br>Backgrounds pending on 2 candidates.   |   |
|   | ALLISON                       | Police Officer                  | Police          | N/A        | N/A                                      | 3 +Elig.   | Application deadline: Open.<br>Conditional offer extended to 2 candidates.<br>Backgrounds pending on 1 candidate.<br>PFC interviews: 2/22/22. |
|   |                               | Community Service Officer (CSO) | Police          | 1/19/2021  | 01/26/2022                               | N/A  | Background pending on 1 candidate.<br>Application deadline: 2/20/22.  |
| Fire Protection Engineer                                |                               | Fire                            | 1/4/2022        | 09/23/2021 | 1  | Application deadline: 2/20/22.   |   |
| Firefighter   |                               | Fire                            | N/A             | 09/29/2021 | N/A                                      | Conditional offer extended to 1 candidate.                               |   |
| Library Page Clerk – Materials Management (Sub) Library |                               | Library                         | N/A             | 12/08/2021 | 1  | Job offer accepted, start date: 2/28/22.                                 |   |
| Finance Director  |                               | Finance                         | 3/2/2022        | 11/11/2021 | 1  | Job offer accepted, start date: 2/17/22.<br>Council approved on 2/16/22. |   |
| Benefits Coordinator                                    |                               | HR                              | 5/3/2022        | 01/05/2022 | 1  | Job offer accepted, start date pending.                                  |   |
| Library Assistant – Hmong Family Outreach Specialist    |                               | Library                         | 1/4/2022        | 01/11/2022 | 1  | Background & references pending on top candidate.                        |   |
| Weights and Measures Specialist – Half-Time             | Health                        | 2/24/2022                       | 01/24/2022      | 1          | Application deadline extended to 3/6/22. |  |   |
| Public Health COVID-19 Fellowship                       | Health                        | N/A                             | 02/15/2022      | 1          | Application deadline 3/6/22.             |  |   |

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

**TOTAL POSITIONS OPEN = 26 TOTAL ELIGIBILITY LISTS = 1**

***POSITIONS ON HOLD***

| <b>STAFF PERSON</b> | <b>POSITION</b>                   | <b>DEPT</b> | <b>Date(s) of Opening(s)</b> | <b># of Openings</b> | <b>Vacating Position/Status</b>                          |
|---------------------|-----------------------------------|-------------|------------------------------|----------------------|--|
| <b>ALLISON</b>      | Systems Analyst                   | IT          | 9/6/2019                     | 1                    | Using part-time temporary staffing to fill current need. |
|                     | Library Clerk – Regular Part Time | Library     | 12/21/2021                   | 1                    | Internal transfer. Position on hold.                     |
|                     | Property Assessor III             | CED         | 05/14/2022                   | 1                    | Retirement. Pending RTF.                                 |
|                     | Communication Specialist          | Police      | 05/04/2022                   | 1                    | Retirement. Evaluating position.                         |

***TOTAL POSITIONS ON HOLD = 4***

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.