Agenda item # **VII. G 1**

AGENDA ITEM
REQUEST/JUSTIFICATION FORM

(To be completed by requesting Department)
Forward all requests to Sharon Bourke, LC2 Civic Center
DEADLINE SUBMITTAL IS 3:00 P.M. WEDNESDAY BEFORE THE TUESDAY MEETING

Agenda item: **Human Resources**
(i.e. Consent/Recognition-Proclamation/Presentation/Public Hearing/Committee, etc.)
Date to be on agenda: **August 2, 2016**

Exact wording to be used for the agenda: **Weekly Personnel Report from Civil Service.**

Action requested: _____

Amount requested: _____ Object Code: _____

Is item in current year's budget? Yes _____ No _____

Does this item commit funds in future years? Yes _____ No _____

If yes, explain: _____

If an agreement or contract, has the County Attorney reviewed and approved? Yes No___

Previous action taken on this item, if any: _____

Recommendations and rationale or action: _____

Will anyone speak on behalf of this item, if so who? _____

If this is a rush agenda item, please explain why: _____

Submitted by (Name & Dept.:) **Commissioner Mary Ann Borgeson** Ext. **444-7025**

Date submitted: _____
List Attachments: **Report**
(Attach resolution and all pertinent documentation; i.e. contract, agreement, memorandums, etc.)

Certified resolutions can be obtained at the County Clerk's website:
http://www.douglascountyclerk.org/county-board-records/search-for-resolutions

Completed by receiving office
Received in Administrative Office: Date Time

agenda request form effective 1-26-2010

Revised 1-26-2010

CIVIL SERVICE COMMISSION
HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: The Honorable Mary Ann Borgeson
Human Resources Committee

CC: Patrick Bloomingdale, Chief Administrative Officer

FROM: Karen A. Buche, SPHR, SHRM-SCP *Kab*
Human Resources Director

DATE: July 27, 2016

SUBJECT: Weekly Human Resources Reports

Attached please find the reports for the current posted vacant positions, job audits, and terminated employees.

Please feel free to contact me with questions.

Thank You.

Attachments (3)

CIVIL SERVICE COMMISSION VACANT JOB POSTINGS REPORT

July 27, 2016

	REQ #	POSITION TITLE AND DEPARTMENT	# OF VAC	FT/PT	DATE POSTED
*	7748	Administrative Clerk- Public Properties	1	PT	06/13/16
*	7515	Corrections Officer IV - Corrections	1	FT	03/23/15
*	7556	Community Health Educator I - Health Dept.	1	FT	06/04/15
*	7639	Corrections Officer III - Corrections	1	FT	10/21/15
	7654	Registered Nurse - DCHC	2	FT/PT	04/13/16
*	7702	Corrections Officer IV- Corrections	1	FT	03/25/16
*	7704	Corrections Officer I- Corrections	15	FT	04/14/16
	7710	Public Health Nurse- Helth Dept	1	FT	04/21/16
*	7715	Entrance Screening Officer II (PT) - Sheriff	2	PT	04/08/16
*	7717	Air Quality Specialist- Hlth Dept	1	FT	04/22/16
*	7719	Deputy Sheriff- Sheriff	3	FT	04/13/16
*	7720	Laboratory Scientist, Air Pollution	1	FT	05/20/16
*	7721	Clinic Clerk- Health Dept	1	FT	04/22/16
*	7723	Assessor Support Technician- Assessor/ROD	1	FT	04/27/16
	7726	Psychiatric Registered Nurse- CMHC	2	PT	05/11/16
*	7728	Driver- Health Center	2	FT/PT	05/23/16
*	7733	Apprentice Engineer- Public Properties	1	FT	05/19/16
*	7734	Records Technician II- Corrections	1	FT	05/18/16
*	7735	Food Service Worker Trainee - DCHC	1	PT	05/25/16
*	7736	Law Enforcement Technician I	1	FT	05/25/16
*	7737	Corrections Case Management Supervisor- Corrections	1	FT	05/27/16
*	7738	Psychiatric Technician- CMCH	2	PT	06/01/16
*	7747	Records Technician III- Corrections	1	FT	06/10/16
*	7749	Community Programs Specialist- Youth Center	1	FT	06/16/16
	7750	Clerk Weighmaster- Environmental Services	1	PT	06/21/16
	7751	Housekeeping Aide- DCHC	1	FT	06/20/16
*	7755	Finance Division Administrator- Clerk/Comptroller	1	FT	06/29/16
*	7756	Traffic Services Technician- Engineer	1	FT	06/24/16
	7757	Foreman- Engineer	1	FT	07/12/16
	7759	Director Emergency Communications- Communications	1	FT	07/07/16
*	7760	Psychiatric Nurse Practitioner- CMHC	1	FT	07/08/16
*	7762	Storm Water Assistant- Environmental Services	1	FT/PT	07/12/16
	7763	Sobriety Program Technician- Corrections	1	PT	07/19/16
	7764	Records Technician I- Corrections	2	FT	07/19/16
	7765	Psychiatric Registered Nurse- CMHC	2	PT	07/19/16
	7766	Temporary Data Entry Clerk- Election Commision	16	FT	07/20/16
	7767	Court Clerk I- CDC	1	FT	07/19/16
	7768	Protection Orders Clerk- CDC	1	FT	07/19/16
	7770	Leave Technician- Human Resources	1	PT	07/19/16
	7771	Administrative Coordinator- Human Resources	1	FT	07/20/16
	7773	Child Support Specialist- CDC	1	FT	07/25/16
	7774	Mental Health Triage Clinician- CMHC	1	FT	07/25/16
	7775	Real Estate Lister- Assessor/ROD	3	FT	07/27/16
	7776	Real Estate Clerk- Assessor/ROD	1	FT	07/27/16

* Indicates the posting is closed, but not filled.

CIVIL SERVICE COMMISSION JOB AUDIT REPORT

July 27, 2016

Date of Request	New Job	Department	Union
	None		

Date of Request	Updated Position Description	Department	Union
	None		

Date of Request	Update Position Description and Review Pay Grade	Department	Union
7/15/2016	*Purchasing Bid Assistant*	*Purchasing*	*571*
7/25/2016	*Public Information Officer*	*Administration*	*None*
7/26/2016	*Administrative Services Manager*	*CMHC*	*None*

CIVIL SERVICE COMMISSION TERMINATED EMPLOYEE REPORT

July 27, 2016

Employee Name	Department	Job Title	Termination Date
Agosta, Alan J	Engineer	Party Chief	7/29/2016
Arbuckle, Robert L	Corrections	Corrections Officer II	7/13/2016
Bittner, Benjamin R	Assessor/Register of Deeds	Real Estate Clerk	7/22/2016
Buglewicz, Robert J	Engineer	Supervisor-Technician	7/29/2016
Cahoy, Steven A	District Court	Screener	7/15/2016
Campbell, Deborah A	Corrections	Sobriety Program Technician	7/14/2016
Ceraso, David M	Youth Center	Juvenile Detention Specialist	8/8/2016
Coder, Patrick	Board Of Equalization	Temporary Clerk	7/1/2016
Cross, Nikole R	Clerk of the District Court	Court Clerk I	7/18/2016
Edwards, TyAuna M	Health Center	Nursing Assistant	7/14/2016
Gardner, Joshua M	Corrections	Corrections Officer II	7/21/2016
Guhl, Haley L	Health Center	Nursing Assistant - On Call	7/25/2016
Hayes, Denzel A	Board Of Equalization	Temporary Clerk	7/1/2016
Henry, Ravin B	Juvenile Justice Coll Impact Org	Program Coordinator	7/22/2016
Jones, Phyllis G	Community Mental Health Center	Social Worker	8/31/2016
Pedersen, Patricia A	Health Center	Nurse Manager	7/15/2016
Podjenski, Daniel J	Board Of Equalization	Temporary Clerk	7/15/2016
Stoner, Amy J.	Corrections	Corrections Officer II	7/12/2016
Ulrich, Caleb M	Health Center	Food Service Worker I	7/21/2016
Vandenberg, James F	County Clerk	Accountant IV	7/29/2016