

**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: December 15, 2015

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>

<i>Completed by receiving office</i>		
Received in Administrative Office:	Date	Time



CIVIL SERVICE COMMISSION

HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: The Honorable Mary Ann Borgeson
Human Resources Committee

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

DATE: December 9, 2015

SUBJECT: Posting Status Report

Attached is an updated report that identifies all positions posted and their current status. Also, included is a list of terminating employees.

There have been no requests for job audits.

LL:cs

cc: Patrick Bloomingdale, Chief Administrative Officer

VACANT POSITION POSTINGS AS OF 12/09/15

REQ #	POSITION TITLE AND DEPARTMENT	# OF VAC	FT/PT	DATE POSTED
* 7515	Corrections Officer IV - Corrections	1	FT	03/23/15
* 7554	Psychiatric Registered Nurse - CMHC	1	OnCall	06/02/15
* 7556	Community Health Educator I - Health Dept.	1	FT	06/04/15
* 7562	Real Estate Lister - Assessor/ROD	1	FT	08/25/15
* 7575	PBX Operator - DCHC	1	PT	06/29/15
* 7593	Registered Nurse - DCHC	1	PT	08/17/15
7596	Oracle Functional Analyst - Treasurer	1	FT	08/31/15
* 7599	Housekeeping Aide - DCHC	1	FT	08/19/15
* 7602	Survey Technician - Engineer	1	FT	08/18/15
* 7605	Food Service Worker Trainee - DCHC	3	FT	08/21/15
7625	Licensed Facility Engineer - Public Properties	2	FT	10/06/15
* 7626	Program Coordinator - Juvenile Justice Collective Impact	1	FT	09/18/15
* 7631	Corrections Officer II - Corrections	1	FT	09/24/15
* 7635	Corrections Officer I - Corrections	15	FT	10/13/15
* 7636	Director Emergency Communications - 911	1	FT	10/01/15
* 7638	Staff Development Instructor - DCHC	1	PT	10/16/15
* 7639	Corrections Officer III - Corrections	1	FT	10/21/15
* 7641	Unit Secretary - DCHC	1	PT	10/21/15
* 7643	Psychiatric Technician - CMHC	2	On-Call	10/22/15
* 7644	Crime Scene Investigator I - Sheriff	1	FT	10/23/15
* 7647	Teacher - Youth Center	1	FT	10/29/15
* 7650	Relief House Supervisor - DCHC	1	PT	11/03/15
* 7652	Records Imaging Technician - Records Imaging	1	FT	11/09/15
7653	Lic. Mental Health & Substance Abuse Therapist - CMHC	1	FT	11/03/15
7654	Registered Nurse - DCHC	4	FT/PT	10/30/15
* 7656	Pretrial Services Coordinator - Corrections	1	FT	11/16/15
* 7658	Grant and Billing Specialist - Youth Center	1	FT	11/17/15
* 7659	Legal File Clerk - Clerk of the District Court	1	FT	11/16/15
* 7662	Human Resources Generalist - Human Resources	1	FT	11/16/15
7663	Secretary I - Health Department	1	FT	12/09/15
7664	Administrative and Grant Specialist - JAC	1	FT	12/02/15
7665	Real Estate Appraiser Technician I - Assessor/ROD	2	FT	12/01/15
7666	Food Service Worker 1 - DCHC	2	PT/FT	12/07/15
7667	Real Estate Clerk - Assessor/ROD	2	FT	12/07/15
7669	Staff Auditor - Audit	1	FT	12/07/15

* Indicates the posting is closed, but not filled.

LIST OF EMPLOYEES THAT ARE NO LONGER WITH DOUGLAS COUNTY			
Department	Employee Name	Position Name	Term. Date
Audit	McHenry, Phil	Staff Auditor	12/14/2015
Corrections	Oliver, Daniel	Corrections Officer I	11/27/2015
Corrections	Selby, Dolores	Corrections Officer IV (Lt.)	12/4/2015
Treasurer	Hardy, Amanda	Customer Service Technician	12/9/2015
Youth Center	Gossett, Sandra	Juvenile Detention Specialist	11/30/2015