

**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: October 18, 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>

<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

CC: Patrick Bloomingdale, Chief Administrative Officer

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

DATE: October 12, 2016

SUBJECT: Weekly Human Resources Reports

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

Please feel free to contact me with questions.

Thank You.

Attachments (3)

CIVIL SERVICE COMMISSION JOB AUDIT REPORT

October 13, 2016

Date of Request	New Job	Department	Union

Date of Request	Update Position Description	Department	Union
10/12/2016	Air Quality Specialist	Health	HDEA

Date of Request	Update Position Description and Review Pay Grade	Department	Union

CIVIL SERVICE COMMISSION VACANT JOB POSTINGS REPORT

October 13, 2016

REQ #	POSITION TITLE AND DEPARTMENT	# OF VAC	FT/PT	DATE POSTED
* 7761	Secretary I- Grant Funded- Health Department	1	FT	07/21/16
* 7766	Temporary Data Entry Clerk- Election Commission	16	FT	07/20/16
* 7771	Administrative Coordinator- Human Resources	1	FT	08/03/16
* 7776	Real Estate Clerk- Assessor/ROD	1	FT	07/27/16
* 7778	Unit Secretary- Health Center	1	PT	07/29/16
* 7785	Supervisor, Environmental Health- Lead Program- Health Department	1	FT	09/13/16
* 7787	Temporary Customer Service- Election Commission	9	FT	08/16/16
* 7788	Juvenile Service Specialist- JAC	1	FT	08/24/16
* 7789	Data Analyst- Operation Youth Success- JJCIP	1	FT	08/25/16
* 7790	Accounting Specialist I - Treasurer	1	FT	08/24/16
* 7792	Temporary Early Voting Consolidation- Election Commission	9	FT	08/23/16
* 7793	Corrections Officer I- Corrections	15	FT	08/30/16
* 7795	Law Enforcement Technician I- Sheriff	1	FT	08/26/16
* 7802	Records Technician I- Corrections	1	FT	08/29/16
* 7803	Corrections Counselor- CMHC	1	PT	08/26/16
* 7804	Finance & Contract Analyst- CMHC	1	FT	08/31/16
* 7805	Juvenile Detention Specialist- Youth Center	3	FT	09/02/16
* 7806	Juvenile Detention Technician- Youth Center	4	FT	09/02/16
* 7807	Grant Specialist- Commissioners/Administrative Offices	1	FT	09/13/16
* 7808	Receptionist/Secretary- JAC	1	FT	09/13/16
* 7809	Psychiatric Registered Nurse- CMHC	5	OC/PT	09/14/16
* 7810	Psychiatric Technician- CMHC	3	PT	09/14/16
* 7811	Mail Room Clerk I- Purchasing	1	FT	09/19/16
* 7813	Clinic Practitioner- Health Department	1	PT	09/22/16
7814	Customer Service Technician- Treasurer	3	FT	10/03/16
7816	Communications Dispatcher- 911 Communications	3	FT	10/11/16
7817	Deputy Sheriff	3	FT	09/28/16
7818	Corrections Officer III (Sgt)- Corrections	1	FT	10/06/16
7819	Lead Teacher- Youth Center	1	FT	10/11/16
7820	Civil Engineer III- Engineer	1	FT	10/11/16
7822	Food Service Worker Trainee- Health Center	2	PT	10/11/16

* Indicates the posting is closed, but not filled.

CIVIL SERVICE COMMISSION SEPARATED EMPLOYEE REPORT

October 13, 2016

Employee Name	Department	Job Title	Separation Date
Beltran, Martina	Health Center	On-Call Registered Nurse	10/7/2016
Sporer, Dylan	Corrections	Corrections Officer I	10/13/2016
Campbell, Deborah	Health Center	Licensed Practical Nurse	10/3/2016
Frascht, Michelle	Purchasing	Buyer	10/7/2016
Schonlau, Laura	Environmental Services	Storm Water Assistant	9/30/2016