

Airport Authority Vacancy & Status Report

Prepared by: *Sharon Stone* Date Prepared/Updated: *NOVEMBER 7, 2018*

Changes: Our vacancy percentage increased from 14% to 16 % since the last report.

Total # of Vacancies: 77	(approximately 16% of our workforce) (77/468)
# Positions ON HOLD	4
# Positions Actively Trying to Fill	68
# Positions with Interviews Scheduled here	6
# Positions with candidate in fingerprint/PDM stage	5
Potential/Upcoming Vacancies	9

#	Department (# positions)	Vacant Position	Status
1	910-Communication Center (14)	Airfield Operations Supervisor	Tanvir's resignation (OCT 2018) ; Req # 2018-54; open for new applicants on city website & AAAE
2		Airfield Operations Specialist (Lead)	anticipate new vacancy – Kyle Madden resignation open for new applicants on city website
3		Airfield Operations Specialist	anticipate new vacancy – Adam Jung resignation open for new applicants on website; Joyce is the HRS.
4	911-Electric Shop(32)	Trades Helper	Fingerprinting/PDM stage for potential transfer from Traffic: Kemper
5		Electrician	Fingerprinting stage: Kent
6		Electrician	Fingerprinting stage: Lyles (Mike's son)
7		Electrician Lead	Fingerprinting stage: Meeks
8	913-Building Maintenance (38)	Facilities Maintenance Worker	Active certification -- awaiting more names; Req #2018-03; open for new applicants on city website; we interviewed the last two names on the current eligible list on 10/9/18 – neither were acceptable.

9		Laborer	We received a certified list with 5 candidates. 4 accepted invitation to interview on 11/14; we requested a 30-day extension on the certification – no response from DOP yet.
10		Painter	Tim William's promotion to Painter Foreman [hold 1 Painter for possible swap to Graphic Arts Technician] Painter is open for new applicants on the city website.
11		Painter	Req #2018-58; Gene Dix – transfer to Building (Downtown)
12		Painter	Req # 2018-58; Anthony Coco – resignation
13	914 – Climate Control (37)	HVAC Mechanic	Requisition # 2016-20; open for new applicants on the city website.
14		HVAV Mechanic	Taber's 11/1/17 retirement
15		Mechanical Maintenance Worker	(from Mark Roger's promotion to Engineering Tech II); Requisition # 2017-12; open for new applicants on the city website.
16		Mechanical Maintenance Worker	From Vollmer's Promotion to Stationary Engineer; Req # 2017-70.
17		Mechanical Maintenance Worker	From Dennis Largent's retirement; Requisition # 2018-28
18		Mechanical Maintenance Worker	James Buchanan 4/1/18 retirement; Requisition # 2018-19
19		Stationary Engineer	from DiFani's promotion to SSEI; posted on city website for applicants; Req # 2017-58
20		Electronic Control Systems Tech	From Penrose's promotion to Stationary Engineer; oral interviews held by the DOP here on 7/20/18 – still need 6 more names; Requisition # 2018-7
21		Electronic Control Systems Tech	From Roger Cordes' promotion to Supervisor; Active Certification; open on website for new applicants
22		Airport Power Plant Manager	Bobby Wilson's upcoming retirement 12/1; I contacted BB at DOP to post this position as soon as possible.
	918-Materials Management (7)	none	
	922-Planning & Dev (3)	none	

#	Department	Vacant Positions	Status
23	924- Auto Shop (24)	Fleet Maintenance Tech II	Per Performance position; Req# 2018-43; posted on city website for applications
24		Fleet Maintenance Tech IV	New in FY 18 – Req# 2018-36; received certified list → 5 candidates will be interviewed on 11/9/19 by Auto Shop.
25		Laborer	From Beverly Nelson's retirement - HOLD for potential swap in FY 19 to FMT I
26	925-Field Maintenance (68)	Airfield Painter/ Maintenance Worker	Req # 2017-26; waiting on more names from downtown; posted on website for more applicants – MQ's recently changed to facilitate more applications
27		Airfield Painter/Maintenance Worker	"
28		Airfield Painter/Maintenance Worker	From Downs' dismissal – HOLD for appeal decision
29		Airfield Maintenance Worker	Ronnie Conner's promotion to AFP/MW; active certification – awaiting more names; posted online for more applicants; Devon is the HRS – she conducted a written exam for applicants on 10/25 so we anticipate additional names soon.
30		Airfield Maintenance Worker	Darrell Gates' voluntary demotion to laborer in BM; Req # 2018-55
31		Airfield Maintenance Worker	Fingerprinting stage – Watson
32		Airfield Maintenance Worker	Jerry Cunigan's anticipated retirement 1/1/19
33	503-Landscaping (3)	Gardener	Posted on city website for additional names of candidates; the last two candidates we tried to hire did NOT pass fingerprinting/background checks; our certifications are expired, we will prepare new requisitions. Devon is the HRS – she only has 2 applicants so far, needs a few more before she arranges an oral panel.
34		Gardener	" "
35	927-Information Technology (18)	Programmer Analyst III	Achyut's resignation; Req # 2017-59; both PAIII positions posted for applications on city website

36		Programmer Analyst III	Arcipowski 6/1/17 retirement; Req # 2017-44
37		Data Processing Manager	From Bowles' resignation; Req # 2018-51; open on city website for application
38		Technical Support Specialist II	From Gary Davis' retirement; Req# 2018-50; posted on city website for new applicants
39	930-Finance & Accounting (24)	[none]	
40	931-Engineering (13)	Electrical Engineer	Req# 2018- 38; received the certified list, candidates being contacted for interviews.
41		Civil Engineer Supervisor	Jim Jackson's retirement 12/1
42		Electrical Engineer (Senior)	Tebeau's upcoming retirement; position to be eliminated from T.O.
43	932-Operations & Maintenance (8)	Construction & Maintenance Manager	From Jacox' 6/1/18 retirement; candidates were interviewed but not acceptable; position was re-opened for additional applications on city website; new oral interviews scheduled for 11/15 to add additional names to the eligible list.

#	Department	Vacant Position	Status
	933 – Public Relations (3)	[none]	
44	934 – Properties (10)	Contract Compliance Officer	Rob & Ryan interviewed 3 candidates on 11/7/18 – awaiting a decision on whether to hire one of these candidates or ask for additional names (which will require DOP to re-open the CCO exam for new applications).
45	935-Environmental & Employee Safety (6)	Safety Officer III	New for FY19; Requisition # 2018-48; posted for applications on city website. Alex is the HRS – so far only 3 qualified applicants – awaiting a few more then schedule an oral board.
	936-Director (9)	[none]	

	937-Administration (5)	[none]	
	938 – Legal (1)	[none]	
46	939 – Business Diversity Development (12)	Program Manager I/Certification Side	Req # 2018-44; From Jackie Taylor's voluntary transfer and demotion to Contract Compliance Officer; oral panel interviewed applicants but position re-opened for more applications to achieve at least a full certification of 6 candidates; Amber will be interviewing 3 – 4 current candidates while we await additional names. Alex (HRS) is reviewing new applications and scheduling oral interviews to add names to the eligible list.
47		Per Performance/ Contract Compliance Officer	From Bazile's promotion to FT CCO; preparing a new requisition.
48	961- – Security Operations (10)	Program Specialist II	Was an addition to the FY 18 budget ; still posted online for application; only 2 applicants so far; I marketed this position at our recent job fairs.
49		Clerk Typist I	From Maxine Mitchell's retirement; working on updated job description
50		Customer Service Representative II	From Sharon Nohta's retirement (in APD T.O.) – we received a certified list – we are reaching out to the candidates to schedule interviews.
52		Customer Service Representative II	Larry Scott death (in APD T.O.); preparing a new requisition.

#	Department	Vacant Position	Status
53	960-Airport Police (89)	Airport Police Lieutenant	From Collins' promotion to chief; certification expired.
54		Airport Police Sergeant	From Tony Moore's promotion to LT; received certified list & interviews held – no candidates chosen; certification expired.
55		Airport Police Sergeant	From Simora's return to Officer position/FWTP
56		Airport Police Officer-1	We are consolidating 7 open certifications into one master

			requisition; posted online for new applications; we received a certified list with 17 names. Working on background checks and contacting applicants for interviews.
57		Airport Police Officer-2	
58		Airport Police Officer-3	
59		Airport Police Officer-4	
60		Airport Police Officer-5	
61		Airport Police Officer-6	
62		Airport Police Officer-7	
63		Airport Police Officer-8	
64		Airport Police Officer-9	
65		Airport Police Officer-10	
66		Airport Police Officer-11	
67		Airport Police Officer-12	
68		Airport Police Officer-13	From Kuntz resignation
69		Airport Police Officer-14	From Schubert resignation
70		Airport Police Officer-15	Upcoming – Baublitz resignation for March 2019
71		Telecommunicator	Active certification – waiting on more names; posted on city website for new applicants; Devon is the HRS – she has 6 new applicants to scheduled oral exam for.
72		Clerk Typist II	Alayna Jones' resignation; active certification, waiting on more names of candidates; 5 candidates were interviewed but not chosen; posted on city website for new applications.
73	965-Housekeeping (34)	Custodian	HOLD – from Kathy Clemons' dismissal
74		Custodian	HOLD -- From Mr. Williams' retirement
75		Custodian	Potential resignation of Angela Arms (medical)
76		Custodian	Diane Brand retirement 12/1
77		Housekeeping Manager	Req # 2018-52; from Linda Whitfield's retirement; posted online for applications until 11/16/18.

*****End of Report*****