

Airport Authority Vacancy & Status Report

Prepared by: *Sharon Stone* Date Prepared/Updated: **MAY 10, 2019**

Changes: Our vacancy percentage increased from 16% to 17 % since the last report; DOES NOT INCLUDE PROPOSED NEW POSITIONS.

Total # of Vacancies: 81	(approximately 17% of our workforce) (81/468)
# Positions ON HOLD	8
# Positions Actively Trying to Fill	73 (81 – holds)
# Positions with Interviews Scheduled here	4
# Positions with candidate in fingerprint/PDM stage and/or salary negotiation stage	5
Potential/Upcoming Vacancies	5

	Finance & Administration (Antonio) Finance & Accounting, Properties, Materials Management, BDD	Engineering/Planning (Jerry) Engineering, AIT, Planning & Development, EHS	Operations/Maintenance (Ron) Ops/Maintenance, APD, Field Maintenance, Building Maintenance, Auto, Housekeeping, Landscaping, Communication Center, Security Operations, Electric Shop, Climate Control	Directors Office (Rhonda) AirService-Business Development, Legal, Public Relations, Director's Office, HR/Administration
Vacancy % By Director and Deputy Directors	11%	15%	19%	5%

#	Department (# positions)	% vacancies	Vacant Position	Status
1	910-Communication Center (14)	29%	Airfield Operations Specialist	Gilmartin's promotion to Lead; Requisition in progress; reposting on ACI & AAAE; open on city's website for new applicants
2			Airfield Operations Specialist	Kyle Madden resignation; open for new applicants on city

			(Lead)	website; reposting on ACI & AAAE; REQ# 2019-03
3			Airfield Operations Specialist (Lead)	Logan Berryman resignation 1/12/19: REQ # 2019-24
4			Airfield Operations Specialist	Fingerprinting stage - Herbst
5			Airfield Operations Supervisor	Mike Dickinson's upcoming move to NGA; open on city's website for new applicants
6	911-Electric Shop(32)	16%	Electrician Lead	Chris Panopoulus resignation; REQ# 2019-07; open for new applicants on the city's website; received certification for Electrician Lead & additional requested names; – Vanessa making the calls.
7			Electrician Lead	Brandon Pfeiffer's resignation; REQ # 2019-40
8			Electrician	Bender's resignation; REQ# 2019-06; open for new applicants on city's website; received certification for Electrician Lead & additional requested names & we are contacting the candidates for interviews
9			Electrician	From Francheschi's resignation; REQ# 2019-39; received certification for Electrician Lead & additional requested names
10			Electrician	From Chambers' transfer to other city dept; REQ# 2019-39
11	913-Building Maintenance (38)	13%	Laborer	REQ# 2019-31; received certification and additional names, working on contacting applicants for interviews.
12			Laborer	REQ# 2019-08; received certification and additional names, working on contacting applicants for interviews.
13			Painter	Tim William's promotion to Painter Foreman [holding 1 Painter for swap to Graphic Arts Technician]
14			Painter	Painter is open for new applicants on the city website. Fingerprinting stage - Rowan
15			Painter	Ryan Masters' dismissal (1/7/19); REQ # 2019-41; received certified list – Deirdra is contacting applicants for interviews.
15	914 – Climate Control	24%	HVAC Mechanic	New Requisition # 2019-11; open for new applicants on the city

	(37)			website; active certification just waiting on more names of candidates from the DOP
16			HVAV Mechanic	Taber's 11/1/17 retirement; new Requisition # 2019-11
17			Mechanical Maintenance Worker	From Rogers' promotion to ETII: new REQ# 2019-12 open for new applicants on the city website; active certification on all three MMW requisitions with requests for additional names; just waiting on more names of candidates from DOP
18			Mechanical Maintenance Worker	From Vollmer's Promotion to Stationary Engineer in 2017; new REQ# 2019-12
19			Mechanical Maintenance Worker	From Dennis Largent's retirement; Requisition # 2018-28
20			Mechanical Maintenance Worker	James Buchanan 4/1/18 retirement; Requisition # 2018-19
21			Stationary Engineer	from DiFani's promotion to SSEI; posted on city website for applicants; new REQ # 2019-10; active certification just waiting on names of more candidates from DOP
22			Stationary Engineer	From Kues' retirement 1/1/19; new REQ # 2019-10
23			Electronic Control Systems Tech	From Penrose's promotion to Stationary Engineer; posted on city's website for new applicants; was an oral panel scheduled on 1/23/19; Requisition # 2018-7; no certified list received yet.
	918-Materials Management (7)	0%	none	
	922-Planning & Dev (3)	0%	none	

#	Department	% vacancies	Vacant Positions	Status
24	924- Auto Shop (24)	25%	Fleet Maintenance Tech II	Per Performance position; Req# 2018-43; posted on city website for applications ; active certification – just awaiting additional names from DOP
25			Fleet Maintenance Tech III	From Carlin's promotion to FMT IV in NOV 2018; FMT III posted on city's website for new applicants ; REQ# 2019-

				15; no certified list of qualified applicants received yet
26			Fleet Maintenance Tech III	Hill resignation; REQ# 2019-29; no certified list of qualified applicants received yet
27			Fleet Maintenance Tech III	Sims resignation; REQ# 2019-29; no certified list of qualified applicants received yet
28			Fleet Maintenance Tech IV	Leroy Manning's promotion to FMT IV; REQ in progress
29			Laborer	From Beverly Nelson's retirement - HOLD for swap in FY 19 to FMT I
30	925-Field Maintenance (68)	10%	Airfield Painter/ Maintenance Worker	REQ# 2019-33; From Reginald Down's dismissal; his dismissal upheld by Civil Service Comm'n; active certification- interview held an neither candidate chosen; we asked for additional names from DOP
31			Airfield Maintenance Worker	From Morelock promotion to AFPMW; REQ in progress – we are waiting on current list to expire to get new set of applicants. AFMW is posted on city's website for new applicants
32			Airfield Maintenance Worker	From Conner promotion to AFPMW; REQ in progress – we are waiting on current list to expire to get new set of applicants.
33			Airfield Maintenance Worker	From Royston promotion to AFPMW; REQ in progress – we are waiting on current list to expire to get new set of applicants.
34			Airfield Maintenance Worker	Jerry Cunigan's retirement 1/1/19; REQ in progress – we are waiting on current list to expire to get new set of applicants.
35			Airfield Maintenance Worker	From Griffin's April resignation; received certified list – interviews scheduled for May 16 th
36			Airfield Maintenance Worker	From Fitzgerald's April resignation; REQ in progress – we are waiting on current list to expire to get new set of applicants.
	503-Landscaping (3)	0%	[none]	

37	927-Information Technology (18)	22%	Programmer Analyst III	Achyut's resignation; both PAIII positions posted for applications on city website ; old REQ from 2017 cancelled, new REQ# 2019-16
38			Programmer Analyst III	Arcipowski 6/1/17 retirement; old REQ from 2017 cancelled, new REQ#2019-16
39			Programmer Analyst III	Fingerprinting stage & Werner is thinking over the weekend and will let us know if he accepts on Monday
40			Programmer Analyst I	Fingerprinting stage -- Bevineau
41	930-Finance & Accounting (22)	5%	Accounting Manager	Starting salary negotiations – Adam Adelhadi. Per initial conversations with DOP today, DOP unlikely to approve this advanced starting salary request.
42	931-Engineering (13)	15%	Electrical Engineer	REQ# 2018- 38; posted online for additional candidates – all candidates were interviewed, and the chosen candidate turned down the job due to residency; active certification – we are awaiting names of new candidates
43			Civil Engineer III	Jim Jackson's retirement 2/1/19 ; active certification – awaiting new names from DOP; is posted on City's website for new applications.
44			Architectural Manager	Baumgartner's June 1 2019 retirement
45			Engineering Manager II	Ebert's anticipated 2019 retirement
46			Electrical Engineer (Senior)	HOLD. Tebeau's 1/1/19 retirement position to be eliminated from T.O. or exchanged for difference classification in the next budget
	932-Operations & Maintenance (9)	0%	[none]	

#	Department	% vacancies	Vacant Position	Status
	933 – Public Relations	0%	[none]	

	(3)			
47	934 – Properties (10)	10%	Secretary II	From Wingron’s promotion to CCO; active certification – we are contacting the candidates
	935-Environmental & Employee Safety (6)	0%	[none]	
	936-Director (8)	0%	[none]	
48	937-Administration (5)	20%	Administrative Assistant I	we received certification – only 1 interested candidate so we asked for 5 additional names; this position is not currently posted on the City’s website
	938 – Legal (1)	0%	[none]	
49	939 – Business Diversity Development (14)	29%	Secretary I	Active certification – requested 4 additional names; 2 candidates already interviewed and not selected.
50			Per Performance/ Contract Compliance Officer	Fingerprinting stage
51			Contract Compliance Officer	REQ# 2018-34; position is posted on city’s website for additional applicants – same list will be used for PP-CCO and FT CCO ; received additional names on current certified list; Barb will be scheduling interviews.
52			Contract Compliance Officer	REQ # 2018-32; received additional names on current certified list; Barb will be scheduling interviews.

53	961- – Security Operations (“10”)	30%	Program Specialist II	Was an addition to the FY 18 budget ; still posted online for application; certification expired and new requisition issued; received a certified list but need more names; 3 candidates interviewed 3/21 & 2/26, and none selected.
54			Clerk Typist I	From Maxine Mitchell’s retirement; updated job description complete; REQ #2019-46.; no certification received yet.
55			Clerk Typist I	Lisa Clemon’s upcoming dismissal - I hope; DOP rejected & returned her dismissal paperwork and I am rescheduling another PTH. Position will be on HOLD pending completion of new PTH and potential appeal.
56			Program Specialist I	Larry Scott death (under APD T.O.) (was re-classed from Customer Service Rep); received certification but need more names; 2 candidates interviewed on 3/21 and neither selected.

#	Department	% vacancies	Vacant Position	Status
57	960-Airport Police (90)	21%	Airport Police Captain	Hollenberg’s June 1 st retirement – too early for a REQ
58			Airport Police Lieutenant	Brandon’s May 1 st retirement; REQ# 2019-44; APD LT posted online at DOP website for applications, closing date 5/17/19
59			Airport Police Lieutenant	Heitert’s March retirement; REQ # 2019-44
60			Airport Police Sergeant	From Morris’ promotion to LT; REQ # 2019-43; APD SGT posted online at DOP website for applications, closing date 5/17/19
61			Airport Police Officer-1	Active Certifications; posted online for additional applicants ; REQS# 2018-59 and #2019-45; APD has certified list of some names and are handling them directly
62			Airport Police Officer-2	
63			Airport Police Officer-3	
64			Airport Police Officer-4	
65			Airport Police Officer-5	
66			Airport Police Officer-6	
67			Airport Police Officer-7	
68			Airport Police Officer-8	
69			Airport Police Officer-9	
70			Airport Police Officer-10	
71			Airport Police Officer-11	

72			Airport Police Officer-12	
73			Airport Police Officer-13	
74			Airport Police Officer-14	
75			Airport Police Officer-15	
76			Clerk Typist II	Alayna Jones' resignation; APD interviewed all candidates and chose NONE; we are awaiting additional names from DOP; the CT II position is currently open for new applicants on city's website; 3 candidates were interviewed on 4/17 & 4/22 and not selected; one new name just received & interviewed being scheduled; 2 additional names requested.
77	965-Housekeeping (33)	15%	Custodian	HOLD -- from Kathy Clemons' dismissal, awaiting decision from the Civil Service Commission
78			Custodian	HOLD -- From Mr. Williams' retirement; these vacant custodian positions may be deleted and used to secure positions in other departments
79			Custodian	HOLD --Resignation of Angela Arms (medical)
80			Custodian	HOLD --Diane Brand retirement 12/1
81			Custodian	HOLD - C. Jones lateral transfer downtown

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