



CITY OF SOMERVILLE, MASSACHUSETTS  
*PERSONNEL OFFICE*  
JOSEPH A. CURTATONE  
MAYOR

*WILLIAM M. ROCHE*  
DIRECTOR

*CANDACE COOPER*  
DEPUTY DIRECTOR

September 3, 2015

Alderman Rossetti,

I am in receipt of your board order Item # 199656 submitted at the Somerville Board of Aldermen meeting on August 27, 2015

**Agenda Item 199656**

*That the Director of Personnel provide this Board with an updated report of employee vacancies, including updates to the vacancies listed in the June report.*

Attached please find the 'FY16 Budget Book Vacancy Status' spreadsheet updated as requested.

If you require additional information please contact me.

Thank you,

A handwritten signature in cursive script, appearing to read "William M. Roche".

cc: BOA members



FY16 Budget Book Vacancy Status as of 9-2-2015

Department	Position	Status as of 6/19/2015	Projected Date to be Filled	Current Status
AUDITING	ACCOUNTING ANALYST	To be advertised June 22 for 30 days	August 17, 2015	2nd Interviews scheduled 9/3/15
CITY CLERK	PRINCIPAL CLERK II	filled internally	Filled	filled 6/22/15
DPW - B&G	HMEO/MAINT MECH/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
DPW - HIGHWAY	WKFM1/SHMEO/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
DPW - HIGHWAY	SHMEO/CEMENTFINISHER/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	Candidate CORI not acceptable
DPW - HIGHWAY	SHMEO/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
DPW - SCHOOLS	TEMP - JR BLDG CUSTODIAN	Pending - Employee out on Disability	ASAP	Employee returned from Disability
DPW - SCHOOLS	SR CUSTODIAN 1	Filled	Filled	filled internally 6/23/15
DPW - SCHOOLS	JR BLDG CUSTODIAN	Filled	Filled	filled
DPW - SCHOOLS	JR BLDG CUSTODIAN	Filled	Filled	Candidate did not pass physical
DPW - SEWER	SHMEO/MM/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
DPW - SEWER	SHMEO/CATCH BASIN CLEANER	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
DPW - WATER	SHMEO/WSMM/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
DPW - WATER	SHMEO/PWL	Letter sent to Names on Labor Service List	TBD - ASAP	No Qualified Candidates
ELECTIONS	SR. CLERK	To be Posted 7/1/2015 for seven days	July 27, 2015	Filled - scheduled start date - 9/8/15
ENGINEERING	ASST DIRECTOR OF ENGINEERING	Advertised 6/22/15 for 30 days	August 17, 2015	Filled 8/31/15
ENGINEERING	SR. ENGINEER	To be Posted 7/1/2015 for seven days	September 7, 2015	Internal Process = no candidates to be posted external
FIRE DEPARTMENT	FIRE ALARM OPERATOR	Job Offer Made 6/16/2015	July 6, 2015	Filled 7/6/15
FIRE DEPARTMENT	FIRE ANALYST	Filled internally	Filled	Filled 7/6/15
HHS	SCHOOL NURSE	Continuous Advertising - Ongoing Interviews	September 1, 2015	Filled 8/24/15
HHS	SCHOOL NURSE	Continuous Advertising - Ongoing Interviews	September 1, 2015	Filled Per Diem 8/24/15
ISD - BUILDING	LOCAL BUILDING INSPECTOR	Interviews to begin on June 26	July 20, 2015	no acceptable candidates -
ISD - BUILDING	LOCAL BUILDING INSPECTOR	NEW POSITION - needs BOA Approval	August 30, 2015	To be reposted externally
ISD - HEALTH	CODE ENFORCEMENT INSPECTOR (NIGHT)	Filled internally	Filled	filled internally 6/23/15
LIBRARY	LIBRARIAN I, YOUTH SERVICES	Pending Contract Negotiations	TBD	Pending Contract Negotiations
OSPCD	SENIOR ACCOUNTANT	Offer Made to Candidate	July 6, 2015	Filled 7/6/15
OSPCD	PROGRAM COMPLIANCE OFFICER	Interviews scheduled for week of June 29	July 20, 2015	Filled 9/8/15
OSPCD - ECON DEV'L	ECONOMIC DEVELOPMENT ASSISTANT	Candidate to start July 6, 2015	July 6, 2015	Filled 7/6/15
OSPCD - ECON DEV'L	ECONOMIC DEVELOPMENT ASSISTANT	Interviews scheduled for week of June 29	July 20, 2015	Pending Dept Head Action
OSPCD - HOUSING	SUSTAINABLE NEIGHBORHOODS	NEW POSITION - needs BOA Approval	August 30, 2015	Candidates currently under review
OSPCD - PLANNING	INITIATIVE COORDINATOR	Interviews scheduled for week of June 29	July 20, 2015	Filled 8/31/15
OSPCD - PLANNING	PLANNER	Interviews scheduled for week of June 29	July 20, 2015	Filled 7/27/15
OSPCD - PLANNING	PLANNER - PLANNING & HISTORIC PRESERVATION	Interviews scheduled for week of June 29	July 20, 2015	Filled 8/24/15
OSPCD - TRANS & INFR	SENIOR PLANNER TRANSPORTATION	Interviews scheduled for week of June 29	July 20, 2015	Filled 7/27/15
POLICE DEPT	E-911 OPERATOR	Interviews scheduled for week of June 22	July 20, 2015	Filled 7/27/15
POLICE DEPT	JAIL DIVERSION CLINICAL COORDINATOR	Filled	Filled	Typo - should not have been on this list - never vacated
POLICE DEPT	SR. IT SPECIALIST	Temp Agreement with Union	ending Contract Negotiations	pending CBA agreement
RECREATION	FACILITIES MANAGER	To be advertised 7/1/2015 for 30 days	August 30, 2015	Filled Temp
RECREATION	ASS'T FACILITIES MANAGER	To be advertised 7/1/2015 for 30 days	August 30, 2015	temporarily on hold
RECREATION	PROGRAM COORDINATOR	NEW POSITION - needs BOA Approval	August 1, 2015	Candidates under review
SOMERSTAT	SOMERSTAT ANALYST	To be advertised 7/1/2015 for 30 days	August 30, 2015	Interviews in Process
T&P	SPECIAL PROJECTS MANAGER	In Process of selecting a candidate	July 6, 2015	Candidates under review
T&P	Acct/Bus Analyst	Advertising ends 7/12/15	September 1, 2015	2nd Interviews being scheduled
T&P	PARKING CLERK COORDINATOR	Filled internally	Filled	temporarily on hold