

HUMAN RESOURCES DIVISION
PHONE: (815) 724-4020
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

DATE: December, 2024
TO: City Council Finance Committee
FROM: Kathy Franson, Director of HR
SUBJECT: Personnel Summary Update

Local 440:

- **Public Safety Dispatcher (64-23):** Four spots are open due to resignations, a job change, a promotion, and a retirement. Due to a limited number of employees to train Dispatchers, we can only hire a limited number at one time. Two (2) external candidates filled the position effective 03/04/2024. Additional testing and interviews underway for next round of hiring. Typing & written tests completed, poly and psych exams completed. 2 more candidates have completed entire process, offers were extended/accepted and they started on 09/09.
- **Public Safety Clerk (54-24):** Two positions open due to 1 transfer & 1 resignation. One (1) internal candidate selected and transferred. External applications being reviewed.
- **Residential Property Inspector (71-24):** One position is open due to a retirement. Posted externally and applications being reviewed.
- **Clerk Typist (76-24):** Two positions open due to job changes, no internal bidders. 1 external candidate is currently going through the background process.
- **Equipment Operator I - Sewer (77-24):** One position is open due to a job change. Internal posting underway.
- **Wastewater Plant Operator 1 (78-24):** One position is open due to a job change. Internal posting underway.
- **Maintenance Worker Sewer (79-24):** One position is open due to a job change. Internal posting underway.
- **Maintenance Worker Roadways (80-24) & (81-24):** Two positions are open due to job transfers. Internal postings underway.
- **Maintenance Worker Plant Operations (82-24):** Two positions are open due to job transfers. Internal posting underway.
- **Building Safety Inspector (83-24):** One position is open due to a resignation. Internal posting underway.

Other Postings:

- **Benefits Coordinator (28-24):** This position is on hold.
- **Sr HR Generalist (36-24):** One position is open due to a resignation. Position is currently being reviewed.

- **Planning Director (62-24):** One position is opening due to a pending retirement, position has been posted and candidates are being reviewed.
- **Purchasing Contracts Administrator (64-24):** One position is open due to a resignation, position has been posted and candidates are being reviewed. A candidate was identified, offer was extended and accepted and background completed, then the candidate rescinded. Candidates will again be recruited.
- **Payroll Specialist (68-24):** One position is open due to a resignation, position has been posted and candidates are being reviewed. A candidate was selected and an offer was extended but not accepted. Position reposted for recruitment.
- **Property Maintenance Coordinator (72-24):** One position is open due to a job change. Internal/external candidates are being reviewed. An internal candidate was chosen, extended an offer and accepted and has been transferred.
- **Budget Director / Auditor (84-24):** One position is open due to a pending retirement. Position posted for recruitment.

If you have any questions, please feel free to contact me at (815) 724-4022.

December 2024

DEPARTMENT EMPLOYEE DATE OF OCCURRENCE PROJECTED RETURN DATE STATUS

W/C Absences:

Location	Employee Name	Date of Occurrence	Last Status Update	Represented?	Notes
Fire	M. Carlin	11-3-2024	11-11-2024	No	
	A. Fusco	09/06/2024	11/26/2024	No	TD
	J. Pantoja	09/03/2024	11/20/2024	No	TD

Police	J. Sinnott	11/22/2021	08/31/2024	Yes	Applying for Work Disability
	S. Erickson	07/29/2022	11/27/2024	Yes	TD
	A. Sanchez	7/21/2024	11/12/2024	No	
	J Austin	09/20/2024	11/13/2024	No	
	M Georgantas	09/28/2024	11/18/2024	No	
	R. Neven	10/01/2024	11/25/2024	No	TD
	A Espinosa	10/15/2024	11/26/2024	No	TD
	C Ibarra	10/25/2024	11/7/2024	No	TD

Roadways	A. Schultz	1/26/2021	06/20/2024	Yes	Settlement Agreement
	C Catalini	3/07/2024	10/29/2024	No	
	J. Teiber	10/13/2023	10/03/2024	Yes	TD

Public Utilities	De La Rosa	12/27/2023	12/02/2024	Yes	

PT- Physical Therapy
TD- Transitional Duty

December 2024

DEPARTMENT EMPLOYEE DATE OF PROJECTED
 OCCURRENCE RETURN DATE STATUS

Transitional Duty:

Location	Employee Name	Date of Occurrence	Last Status Update	Represented?	Notes
Fire	K. Rohlfs	6/22/2023	09/10/2024	Yes	On own sick time
Police					
Public Utilities					
	J. Ray	7/15/2023	08/5/2024	Yes	Applied for Retirement

PT- Physical Therapy