

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

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

Local 440:

- **Public Safety Dispatcher (64-23):** Six 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 underway for next round of hiring (typing/written).
- **Utilities Clerk (42-24):** One position is open and posted internally due to a newly approved position in Public Utilities. One additional assessment to be conducted.
- **Communications Shift Supervisor (PD) (45-24):** One position is open due to a retirement. Applications forwarded for review and interviews to be scheduled.
- **Public Safety Clerk II (PD) (47-24):** One position is open due to a retirement. Applications forwarded for review and interviews being scheduled.
- **Utility Service Worker (Water) (49-24):** One position is open due to a retirement.

Other Postings:

- **Senior Economic Development Specialist (55-23):** One position is open due a resignation. Applications forwarded to new ED Director for review and interviews being scheduled.
- **Economic Development Specialist (72-23):** One position is open due to a resignation. Applications forwarded to new ED Director for review and interviews being scheduled.
- **City Clerk (17-24):** One position is open due to a job change. Interviews were held and a decision is pending.
- **Economic Development Summer Intern (25-24):** Two positions are open (summer help). Both positions have been filled.
- **Benefits Coordinator (28-24):** One position is open due to a retirement. Retirement date has been moved to year-end, 2024, but applications are being reviewed.
- **Office Manager (Mayor's Office) (37-24):** One position is open due to a job transfer. Interviews concluded and offer extended.
- **Accountant (44-24):** One position is open due to a departmental promotion/budgeted position. Applications forwarded for review. Interviews underway and assessments to be given.

- **Sr HR Generalist (36-24):** One position is open due to a resignation. Applications are being reviewed. Initial discussions underway.
- **Deputy Communications Director (46-24):** One position is open due to a newly approved position in the PD. Applications forwarded for review. Interviews held, candidate identified and offer to be extended.
- **System Administrator (not posted):** One position is open due to a termination. A candidate was identified and an offer extended.

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

July 2024

DEPARTMENT	EMPLOYEE	DATE OF OCCURRENCE	PROJECTED RETURN DATE	STATUS
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W/C Absences:

Location	Employee Name	Date of Occurrence	Last Status Update	Represented?	Notes
Fire					

Police	R. Maurer	5/4/2021	04/16/2024	Yes	Work Disability approved
	J. Sinnot	11/22/2021	04/24/2024	Yes	Applying for Work Disability
	S. Erickson	7/29/2022	04/30/2024	Yes	TD
	T. Townsend	11/7/2022	03/14/2024	Yes	Work Disability approved
	J. Rouse	9/16/2023	06/06/2024	No	

Roadways	A. Schultz	1/26/2021	06/20/2024	Yes	
	C. Catalani	3/7/2024	05/08/2024	No	TD ended

Public Utilities					
	R. Prodehl	3/27/2023	05/14/2024	Yes	PT

PT- Physical Therapy
TD- Transitional Duty

July 2024

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Transitional Duty:

Location	Employee Name	Date of Occurrence	Last Status Update	Represented?	Notes
Fire	K. Rohlfs	6/22/2023	03/27/2024	Yes	On own sick time
Police	L. Brooks	11/1/2022	05/01/2024	Yes	PT 1/9/2024 Working LD
Public Utilities					
	J. Ray	7/15/2023	05/13/2024	Yes	Applying for Retirement

PT- Physical
Therapy