HUMAN RESOURCES DIVISION
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CITY OF JOLIET

150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

DATE: April, 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 the resignation of Mary Wold, the resignation of Teresa Eggman, the job change of Elizabeth McNeil, the promotion of Kacey Lauer the resignation of Crystal Contreras, the resignation of Jennifer Kopec, the resignation of Theresa Ward, and the retirement of Cynthia Stukel. Due to a limited number of employees to train Dispatchers, we can only hire a limited number at one time. Madeleine Palmer and Vincente Mata accepted the position effective 03/04/2024.

- **Fleet Service Technician (73-23):** One position is open due to the retirement of Michael Krzeminski. A candidate has been selected and is being onboarded.

- **Residential Property Inspector (80-23):** One position is open due to the job change of Joseph Fleischauer. An internal candidate has been selected and will be transitioned to the role on 04/08/2024.

- **Civil Engineer I (02-24):** One position is open due to a 2024 budget approved position. A candidate has been selected and is being onboarded.

- **Parking Deck Attendant (09-24):** Two positions are open due to the job change of Esmeralda Gonzalez and a 2024 budget approved position. Two external candidates have been selected and are currently being onboarded.

- **Utilities Clerk - NS (14-24):** One position is open due to the job change of Esmeralda Gonzalez-Zetina. Jeanette Ruettiger (internal candidate) has accepted this position and transitioned to the role on 04/01/2024.

- **Account Clerk (16-24):** One position is open due to the job change of Rachel Klusacek. Andrea Ventura-Huaman (internal candidate) has accepted this position and transitioned to the role on 03/18/2024.

- **Custodian (27-24):** One position is open due to the job change of Richard Evans. An external candidate has been selected and is currently being onboarded.

- **Custodian (29-**24): One position is open due to the job change of Ryan Dodge. An external candidate has been selected and is currently being onboarded.

- **Clerk Typist (34-**24): One position is open due to the job change of Andrea Ventura-Huaman. Applications are being reviewed from a pool of internal/external candidates.

- **Account Clerk (35-**24): One position is open due to the job change of Jeanette Ruettiger. Applications are being reviewed from a pool of internal candidates.

Other Postings:

- **Senior Economic Development Specialist (55-23):** One position is open due to the resignation of Economic Development Specialist, Matthew Wilson. This position has been previously approved by the City Manager to be posted as Senior. Applications forwarded to CD.

- **Economic Development Specialist (72-23):** One position is open due to the resignation of Robert Laski. Applications forwarded to CD.

- **Payroll/ Finance Analyst (06-24):** One position is open due to a 2024 budget approved position. The job description was revised and the position has been reposted.

- **Assistant Corporation Counsel (15-24):** One position is open due to a 2024 budget approved position. With limited interest in this role, a Summer Intern is going to be hired in the interim.

- **City Clerk (17-24):** One position is open due to the job change of Christa Desiderio. Interviews were held and a decision is pending.

- **Summer Laborer- Field (18-24):** Ten positions are open (summer help). Applications are being reviewed from a pool of external candidates.

- **Summer Laborer- Office (19-24):** Two positions are open (summer help). Applications are being reviewed from a pool of external candidates.

- **Forestry Summer Intern (20-24):** Two positions are open (summer help). Applications are being reviewed from a pool of external candidates.

- **Engineering Summer Intern- Public Works (21-24):** One position is open (summer help). A candidate has been selected and an offer has been extended.

- **Engineering Summer Intern- Public Utilities (22-24):** Four positions are open (summer help). Three candidates have been selected and offers have been extended/accepted.

- **It Summer Intern (23-24):** One position is open (summer help). A candidate has been selected and an offer has been extended/accepted.

- **GIS Summer Intern- IT (24-24):** One position is open (summer help). A candidate has been selected and an offer has been extended/accepted.

- **Economic Development Summer Intern (25-24):** Two positions are open (summer help). A candidate has been selected and an offer has been extended.

- **Benefits Coordinator (28-**24): One position is open due to the pending retirement of Krista Waddell. Retirement date has been moved back. Applications are being reviewed from a pool of external candidates.

- **Human Resources Coordinator (30-**24): One position is open due to the pending retirement of Gael Dillon. An external candidate has been selected and is currently being onboarded.

- **Administrative Assistant - CD (31-**24): One position is open due to the pending retirement of Karen Mackley. Interviews are underway.

- **CDBG Program Manager – CD (32-24)**: One position is open due to the resignation of Kristina McNichol. A candidate has been selected and an offer has been extended/accepted.

- **Media Engagement-Communications Director (33-24):** One position is open due to a 2024 budget approved position. Interviews are underway.

- **Economic Development Director (40-24):** One position is open due to a resignation.

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

April 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	E. Crombie	10/204/2023	03/26/2024	No	PT
	P. Purcell	11/20/2023	03/20/2024	No	PT
Police	R. Maurer	5/4/2021	03/29/2024	Yes	
	J. Sinnot	11/22/2021	01/18/2024	Yes	
	S. Erickson	7/29/2022	02/21/2024	Yes	
	T. Townsend	11/7/2022	03/14/2024	Yes	
	J. Rouse	9/16/2023	03/13/2024	No	
Police-440	V. Rodriguez	8/28/2023	02/26/2024	Yes	
Roadways	A. Schultz	1/26/2021	01/29/2024	Yes	
Public Utilities	R. Prodehl	3/27/2023	03/19/2024	Yes	

PT- Physical Therapy
TD- Transitional Duty

April 2024

DEPARTMENT	EMPLOYEE	DATE OF OCCURRENCE	PROJECTED RETURN DATE	STATUS

Transitional Duty:

Location	Employee Name	Date of Occurrence	Last Status Update	Represented?	Notes
Fire	K. Rohlfs	6/22/2023	03/07/2024	Yes	PT
Police	L. Brooks	11/1/2022	03/04/2024	Yes	PT 1/9/2024
Public Utilities	R. Evans	7/11/2023	01/22/2024	Yes	Reduced TD
	J. Ray	7/15/2023	03/19/2024	Yes	

PT- Physical Therapy