

**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

**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

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          | 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