

HUMAN RESOURCES DIVISION
PHONE: (815) 724-4020
FAX: (815) 724-4039



**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

DATE: January, 2025
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. 17 applicants will complete a typing test by 01/10/2025.
- **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. A group of 10 candidates were sent for a typing test and the results are being reviewed.
- **Residential Property Inspector (71-24):** One position is open due to a retirement. Posted externally and applications being reviewed. An internal candidate obtained required certification, was awarded the role and transferred.
- **Clerk Typist (76-24):** Two positions open due to job changes, no internal bidders. 1 external candidate started on 12/30/2024.
- **Equipment Operator I - Sewer (77-24):** One position is open due to a job change. Internal posting underway. Internal candidate selected and transferred.
- **Wastewater Plant Operator 1 (78-24):** One position is open due to a job change. Internal posting underway. Internal candidate selected and transferred.
- **Maintenance Worker Sewer (79-24):** One position is open due to a job change. Internal posting underway. No internal candidates so this position will be posted externally.
- **Maintenance Worker Roadways (80-24) & (81-24):** Two positions are open due to job transfers. Internal postings underway. Internal candidates selected and transferred.
- **Maintenance Worker Plant Operations (82-24):** Two positions are open due to job transfers. Internal posting underway. Internal candidates selected and transferred.
- **Building Safety Inspector (83-24):** One position is open due to a resignation. Internal posting underway. Interviews underway.
- **Equipment Operator I - Sewer (86-24):** One position is open due to a transfer. Internal posting underway.

- **Equipment Operator II - Water (88-24):** One position is open due to a retirement. Internal posting underway.
- **Maintenance Worker - Roadways (91-24):** Two positions are open due to transfers. Internal posting completed, 1 internal candidate selected and transferred, 1 position posted externally.
- **Civil Engineer I - Public Utilities/Works (01-25):** One position is open due to a retirement. 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. Position posted for recruitment.
- **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.
- **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.

January 2025

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	1-03-2025	No	
	A. Fusco	09/06/2024	12/20/2024	No	TD
	J. Pantoja	09/03/2024	12/23/2024	No	TD
	G. Hickey	11-26-2024	12-30-2024	No	

Police	J. Sinnott	11/22/2021	08/31/2024	Yes	Disability Granted 01/06/2025
	S. Erickson	07/29/2022	11/27/2024	Yes	TD Appling for Disability
	A. Sanchez	7/21/2024	12/10/2024	Yes	
	M. Gerogantas	09/28/2024	12/23/2024	No	

Roadways	A. Schultz	1/26/2021	06/20/2024	Yes	Settlement Agreement
	C Catalini	3/07/2024	12/30/2024	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					
Police					
Public Utilities					

PT- Physical Therapy