**PERSONNEL ACTIVITY REPORT**

**AS OF January 25, 2019**

|  |
| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 9 vacant positions filled / 34 positions in Announcement or Selection Process |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| DDS | Disability Determination Technician / 0146 | 11/02/2016 | DDD | 11/21/2018 | 12/04/2018 | 19-032.2 | Maureen Burden | 1/14/19 |
| DDS | Disability Determination Technician / 0116, 0205 | 11/02/201601/17/2018 | DDD | 11/21/2018 | 12/04/2018 | 19-032.2 | App list sent 12/10/2018 |  |
| FSD | Accountant / 1062, 1063 | 09/29/2019, 12/01/2018 | FSD | 12/26/2018 | 01/10/2019 | 19-068 | App list sent 01/16/2019 |  |
| MSD | Administrative Assistant / 0860 | 12/01/2018 | MSD-HR | 12/03/2018 | 12/07/2018 | 19-061 | Caryn Mitchell | 1/14/19 |
| MSD | Administrative Programs Office / 0242 | 01/05/2017 | MSD-PI | 01/09/2019 | 01/15/2019 | 19-072 | App list sent 01/18/2019 |  |
| MSD | Human Resources Program Manager / 0953 | 12/31/2018 | MSD-VR32 | 01/09/2019 | 01/22/2019 | 19-073 | App list sent 01/23/2019 |  |
| MSD | Material Management Specialist / 1060 | 11/13/2017 | MSD-CDS | 01/23/2019 | 02/08/2019 | 19-076 | Currently open |  |
| OSB | Material Management Officer / 0476 | 01/23/2017 | OSB | 01/24/2019 | 01/30/2019 | 18-158.1 | Currently open |  |
| OSB | Independent Living Instructor / 0233 | 12/31/2018 | OSB | 12/18/2018 | 01/09/2019 | 19-056.1 | App list sent 01/10/2019 |  |
| OSB | Food Service Specialist / 0234 | 08/01/2017 | OSB | 11/29/2018 | 12/11/2018 | 19-057 | Wynell Easter | 1/23/19 |
| OSD | Audiologist / 0466 | 08/01/2008 | OSD | 11/28/2018 | 12/26/2018 | 18-166.1 | App list sent 01/07/2019 |  |
| OSD | Teacher / 0635 | 07/31/2018 | OSD | 06/27/2018 | Until filled | 18-174 | App list sent 08/16/2018 |  |
| OSD | Fire Prevention/Security Officer / 0733 | 10/15/2018 | OSD | 11/30/2018 | 12/13/2018 | 19-047.1 | Samuel Fields | 1/17/19 |
| VR | Vocational Rehabilitation Specialist /0202 | 01/08/2018 | VR18 – Muskogee | 6/1/2018 | 6/21/2018 | 18-128.1 | App list sent 07/05/2018 |  |
| VR | Vocational Rehabilitation Specialist / 0391 | 11/17/2017 | VR3-McAlester | 11/28/2018 | 12/05/2018 | 18-148.2 | Lisa Reich | 1/7/19 |
| VR | Rehabilitation Tech / 0079 | 06/01/2018 | VR23-OKC | 01/25/2019 | 02/07/2019 | 18-151.1 | Currently open |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann #** | **Action/Incumbent** | **Date Filled** |
| VR | Vocational Rehabilitation Specialist / 1040 | 02/10/2015 | VR13-McAlester | 08/24/2018 | 09/13/2018 | 19-022 | App list sent 09/18/2018 |  |
| VR | Programs Field Representative / 0188 | 01/01/2018 | VR09-ESS OLBPH | 08/27/2018 | 09/17/2018 | 19-025 | Don Benefee, III | 1/3/19 |
| VR | Vocational Rehabilitation Spec / 0393 | 10/15/2018 | VR29-Edmond | 10/26/2018 | 11/01/2018 | 19-046 | Heike Fuller | 1/7/19 |
| VR | Rehabilitation Technician / 0181 | 08/03/2018 | VR77-Miami | 10/30/2018 | 11/19/2018 | 19-048 | App list sent 11/27/2018 |  |
| VR | Vocational Rehabilitation Specialist / 0939 | 09/10/2018 | VR02-Altus | 01/25/2019 | 02/13/2019 | 19-049.2 | Currently open |  |
| VR | Vocational Rehabilitation Specialist / 0207 | 10/26/2018 | VR26-Claremore | 01/25/2019 | 2/22/2019 | 19-052.2 | Currently open |  |
| VR | Rehabilitation Technician / 1031 | 12/01/2018 | VR66-Tulsa | 11/28/2018 | 12/11/2018 | 19-055 | App list sent 12/13/2018 |  |
| VR | Vocational Rehabilitation Specialist / 0703 | 11/01/2018 | VR15-MWC | 01/24/2019 | 01/30/2019 | 19-058.1 | Currently open |  |
| VR | Vocational Rehabilitation Specialist / 0776 | 11/04/2016 | VR86-Ada | 12/13/2018 | 12/19/2018 | 19-060.1 | Elizabeth Medina | 1/7/19 |
| VR | Vocational Rehabilitation Specialist / 0846 | 11/08/2018 | VR22-Norman | 12/26/2018 | 01/15/2019 | 19-062 | App list sent 01/18/2019 |  |
| VR | Vocational Rehabilitation Specialist / 0124 | 11/12/2018 | VR44-Stillwater | 12/26/2018 | 01/15/2019 | 19-063 | App list sent 01/18/2019 |  |
| VR | Vocational Rehabilitation Specialist / 0073 | 08/13/2018 | VR13-McAlester | 12/26/2018 | 01/24/2019 | 19-064 | Waiting on e-list |  |
| VR | Assistive Technology Specialist / 0085 | 04/01/2018 | VR66-Tulsa | 12/27/2018 | 01/25/2019 | 19-065 | Currently open |  |
| VR | Rehabilitation Technician / 0095 | 11/21/2018 | VR47-OKC | 12/27/2018 | 01/11/2019 | 19-066 | App list sent 01/16/2019 |  |
| VR | Vocational Rehabilitation Specialist / 0671 | 01/02/2018 | VR77-Miami | 12/27/2018 | 01/04/2018 | 19-067 | Kristi Hutton | 1/17/19 |
| VR | Vocational Rehabilitation Specialist / 0820 | 01/01/2017 | VR41-Ponca City | 01/23/2019 | 01/29/2019 | 19-075 | Currently open |  |
| VS | Rehabilitation of the Blind Specialist / 0652 | 8/4/2017 | VS91 – Tulsa | 12/13/2018 | 12/282018 | 18-118.3 | App list sent 01/07/2019 |  |
| VS | Job Placement Specialist / 0167 | 7/9/2018 | VS64-Tulsa | 5/15/2018 | 5/29/2018 | 18-153 | App list sent 06/11/2018 |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann #** | **Action/Incumbent** | **Date Filled** |
| VS | Rehabilitation of the Blind Specialist / 0754 | 10/01/2018 | VS71-Idabel | 10/16/2018 | 10/31/2018 | 19-043 | App list sent 11/01/2018 |  |
| VS | Rehabilitation Technician / 0766 | 11/01/2018 | VS60-Lawton | 11/05/2018 | 11/21/2018 | 19-050 | App list sent 11/27/2018 |  |
| VS | Vocational Rehabilitation Specialist / 0367 | 10/15/2018 | VS64-Tulsa | 01/24/2019 | 02/06/2019 | 19-051.1 | Currently open |  |
| VS | Programs Manager / 0260 | 11/01/2018 | VS64-Tulsa | 11/08/2018 | 11/21/2018 | 19-053 | App list sent 11/27/2018 |  |
| VS | Rehabilitation Technician / 0361 | 09/24/2018 | VS90-OKC | 12/27/2018 | 01/11/2019 | 19-069 | App list sent 01/16/2019 |  |
| VS | Vocational Rehabilitation Specialist / 0612 | 11/19/2018 | VS59-Enid | 01/25/2019 | 02/13/2019 | 19-070.1 | Currently open |  |
| VS | BEP Operations Coordinator / 1209 | 12/31/2018 | VS33-OKC BEP | 12/27/2018 | 01/15/2019 | 19-071 | App list sent 01/15/2019 |  |
| VS | Rehabilitation Tech / 0789 | 01/11/2019 | VS73-OKC | 01/23/2019 | 02/06/2019 | 19-074 | Currently open |  |
| VS | Vending Machine Tech / 1075 | 12/28/2018 | VS33-OKC BEP | 01/23/2019 | 02/06/2019 | 19-077 | Currently open |  |
| **NOTE:** | Waiting for E-List = Waiting to receive electronic applicant log from HCM.Pending Approval= Waiting for unclassified appointments to be approved by director and cabinet secretary to establish an effective date |  |
|  |  |  |

# RESIGNATIONS/RETIREMENTS/SEPARATIONS = 13

## SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

Retired = 1

1 = 13 years 1 months

## DIVISION OF VOCATIONAL REHABILITATION

Retired = 2

1 = 16 years 7 months
1 = 14 years 2 months
Death = 1

1 = 39 years 4 months

## VISUAL SERVICES DIVISION

Retired = 1

1 = 1 years 2 months
Resigned = 1
1 = 4 months
Discharge = 1

1 = 8 months

## OKLAHOMA SCHOOL FOR THE BLIND

Retired = 1

1 = 16 years 3 months

## OKLAHOMA SCHOOL FOR THE DEAF

Retired = 2

1 = 28 years 4 months
1 = 28 years

## DISABILITY DETERMINATION DIVISION

Retired = 2

1 = 9 years 3 months
1 = 11 years 3 months
Resigned = 1

1 = 8 years 11 months

**CURRENT FTE STATUS**

**FY 2019**

 *FTE as of January 25, 2019*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** |  **FILLED** |  **PENDING** |  **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 76.00  | 66.00 | 4.00 | (0.00)  | 70.00 |
| Vocational Rehabilitation  | 244.50 | 220.00 | 14.00 | (6.00) | 228.00 |
| Visual Services | 123.00 | 101.00 | 11.00 | (1.00) | 111.00 |
| VR/VS-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 91.50 | 89.50 | 2.00 | 0.00  | 91.50 |
| Oklahoma School for the Deaf | 124.00 | 110.50 | 2.00 | 0.00  | 112.50 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 661.00 | 589.00 | 33.00 | (7.00) | 615.00 |
|  |  |  |  |  |  |
| Disability Determination Division (EXEMPT) | 353.40 | 299.00 | 1.00 | 0.00  | 300.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1014.4 | 888.00 | 34.00 | (7.00) | 915.00 |
|  |  |  |  |  |  |
| FY 19 Budgetary FTE Limit = 1255  |   |   |   |   |
|  |  |  |  |  |  |

 **\* Authorized agency FTE limit does not include Executive Fellow and SWIP appointments**

ROUTING TO: Melinda Fruendt, Director

 Kevin Statham, Chief Financial Officer

 Randy Weaver, Division Administrator

 Tom Patt, Human Resources Program Director

 Dana Tallon, Public Information Manager II

 Carol Brown, Executive Assistant

 Rosemarie Chitwood, Secretary V

 Brett Jones, Public Information Officer III