**PERSONNEL ACTIVITY REPORT**

**AS OF MARCH 30, 2020**

|  |
| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 6 vacant positions filled / 29 positions in Announcement or Selection Process – Some positions paused due to COVID19 |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| DDS | Disability Determination Technician / 0318, 0657, 0455, 0503, 0757, 0116 | 12/31/2015, 08/13/2019, 11/01/2015, 02/01/2018, 07/01/2015, 11/01/2015  | DDS | 03/12/2020 | 03/31/2020 | 20-087 | Applicant list sent 04/02/2020 |  |
| OSB | Police Officer / 0487 | Vacant – Never Filled  | OSB | 02/19/2020 | 03/03/2020 | 20-038.2 | Requested to Close due to COVID19 | To be filled at a later date |
| OSB | Food Services Specialist / 0915 | 01/18/2020 | OSB | 03/11/2020 | 03/30/2020 | 20-085 | Requested to Close due to COVID19 | To be filled at a later date |
| OSD | Teacher / 0400, 0666 | 07/31/2020, 05/31/2020 | OSD | 03/12/2020 | Continuous | 20-086 | Erin Dunagan | 08/01/2020 |
| OSD | Food Services Specialist / 0663 | 02/05/2020 | OSD | 02/20/2020 | 02/26/2020 | 20-080 | Debra Smith | 03/01/2020 |
| OSD | Food Services Manager / 0224 | 02/04/2020 | OSD | 02/07/2020 | 02/20/2020 | 20-076 | Kristopher Travis | Start date unknown at this time due to COVID19 |
| OSD | Direct Care Specialist / 0387, 0837 | 05/01/2020, 01/14/2020 | OSD | 02/10/2020 | 02/24/2020 | 20-077 | Applicant list sent 02/26/2020 |  |
| OSD | Audiologist / 0466 | 08/01/2008 | OSD | 02/21/2020 | 02/27/2020 | 20-081 | Teresa Mazza | 08/01/2020 |
| VR | Business Services Liaison / 0814 | 10/29/2019 | VR47 – OKC | 01/22/2020 | 02/04/2020 | 20-065.1 | Fransisco Santiago Rivas | 03/23/2020 |
| VR | Vocational Rehabilitation Specialist / 0369 | 12/01/2019 | VR80 - Tulsa | 02/24/2020 | 03/12/2020 | 20-082 | Applicant list sent 03/17/2020 |  |
| VR | Vocational Rehabilitation Specialist / 1030 | 09/26/2018 | VR78 – Tahlequah | 01/27/2020 | 02/24/200 | 20-073 | Applicant list sent 02/26/2020 |  |
| VR | Vocational Rehabilitation Specialist / 1190 | 06/17/2019 | VR08 – Enid | 01/24/2020 | Continuous | 20-071 | Applicant List sent 03/10/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0644 | 11/14/2019 | VR42 – Poteau | 02/04/2020 | Continuous | 20-068.1 | Applicant list sent 03/04/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0438 | 11/16/2019 | VR47 – OKC | 02/12/2020 | 02/25/2020 | 20-078 | Applicant list sent 02/28/2020 |  |
| VR | Rehabilitation Technician / 0614 | 11/11/2019 | VR81 – Chickasha | 02/18/2020 | 02/24/2020 | 20-066.2 | Lacy Merchant | 03/17/2020 |
| VR | Vocational Rehabilitation Specialist / 0764 | 07/01/2019 | VR81 - Chickasha | 09/16/2019 | Continuous | 20-024.1 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0066 |  03/04/2019 | VR06 – Duncan | 05/23/2019 | 06/05/2019 | 19-114 | Pending |  |
| VR | Vocational Rehabilitation Specialist / 1077 |  10/01/2019 | VR07 - Durant | 11/06/2019 | Continuous | 20-050 | Applicant list sent 02/24/2020 |  |
| VR | Assistive Technology Specialist / 0085 |  04/01/2018 | VR66-Tulsa | 07/02/2019 | Continuous | 19-065.2 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0255 |  06/24/2019 | VR23 – OKC Evaluation Center | 10/8/2019 | Continuous | 19-129.1 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0750 | 01/14/2020 | VR19 – OKC | 03/19/2020 | Continuous  | 20-083.1 | Currently Open |  |
| VR | Rehabilitation Technician / 0708 | 02/01/2020 | VR05 – Weatherford | 03/09/2020 | 03/262020 | 20-084 | Applicant list sent 03/31/2020 |  |
| SBVI | Programs Manager / 1039 | 03/01/2020 | SBVI 90 - OKC | 02/07/2020 | 02/20/2020 | 20-075 | Applicant list sent 02/24/2020 |  |
| SBVI | Vocational Rehabilitation Specialist / 0669 | 10/07/2019 | SBVI 69 – Weatherford | 10/14/2019 | Continuous | 20-045 | Currently Open |  |
| SBVI | Rehabilitation of the Blind Specialist / 0754 | 10/01/2018 | SBVI 71-Idabel | 05/29/2019 | Continuous | 19-043.3 | Currently Open |  |
| SBVI | Vending Facility Business Consultant / 0134 | 11/23/2019 | SBVI 33 – OKC BEP | 12/10/2019  | Continuous | 20-064 | Currently Open |  |
| SBVI | Vocational Rehabilitation Specialist / 0935 | 09/20/2019 | SBVI 65 – Stillwater | 10/09/2019 | Continuous | 20-044 | Currently Open |  |
| SBVI | Rehabilitation of the Blind Spec / 0924 | 01/27/2020 | SBVI 91 – Tulsa | 02/10/2020 | Continuous | 20-079 | Currently Open |  |
| SBVI | Rehabilitation of the Blind Spec / 0582 | 01/08/2019 | SBVI 91-Tulsa | 007/17/2019 | Continuous | 19-085.3 | 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 = 6

# *As of March 30, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

None

##

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Resignation = 1

1 = 1 month

## OKLAHOMA SCHOOL FOR THE BLIND

None

## OKLAHOMA SCHOOL FOR THE DEAF

Deceased = 1

1 = 13 years 7 months

## DISABILITY DETERMINATION SERVICES

Retirement = 1

1 = 10 years 2 months

Resignation = 2

1 = 4 years 6 months

1 = 6 months

Probationary Discharge = 1

1 = 6 months

**CURRENT FTE STATUS**

**FY 2020**

 *FTE as of March 30, 2020*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** |  **FILLED** |  **PENDING** |  **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 77.5  | 75.00 | 0.00 | (1.00)  | 74.00 |
| Vocational Rehabilitation  | 242.8 | 216.00 | 13.00 | (7.00) | 222.00 |
| Services for the Blind and Visually Impaired | 123.5 | 103.00 | 7.00 | (3.00) | 107.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 93.00 | 2.00 | 0.00  | 95.00 |
| Oklahoma School for the Deaf | 127.3 | 115.00 | 6.00 | 0.00  | 121.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 604.00 | 28.00 | (11.00) | 621.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 310.00 | 6.00 | (332.9)  | 316.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 914.00 | 34.00 | (343.9) | 937.00 |
|  |  |  |  |  |  |
| FY 20 Budgetary 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, Chief of Operations

 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