**PERSONNEL ACTIVITY REPORT**

**AS OF MAY 31, 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FILLED AND VACANT POSITIONS | | | | | | | | | | | |
| Personnel Activity = 3 vacant positions filled / 22 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** |
| OSB | | Teacher / 0426 | 07/1/2020 | OSB | Unclassified Appointment |  |  | Christian Hargrove | | | 08/01/2020 |
| OSD | | Food Services Specialist / 0486 | 03/01/2020 | OSD | 04/21/2020 | 05/08/2020 | 20-089 | Applicant list sent 05/12/2020 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0014 | 05/04/2020 | VR45 – Tulsa | 05/27/2020 | Continuous | 20-095 | Currently Open | | |  |
| VR | | Rehabilitation Technician / 0386 | 04/01/2019 | VR29 – Edmond | 05/27/2020 | 06/09/2020 | 20-094 | Currently Open | | |  |
| VR | | Rehabilitation Technician / 1057 | 01/01/2020 | VR18 – Muskogee | 05/19/2020 | 06/08/2020 | 20-090 | Currently Open | | |  |
| VR | | Vocational Rehabilitation Specialist / 0056 | 01/14/2020 | VR08 - Enid | 05/20/2020 | 05/26/2020 | 20-092 | Applicant list sent 05/28/2020 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0820 | 01/01/2020 | VR08 – Enid | 05/19/2020 | Continuous | 20-091 | Currently Open | | |  |
| 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 | Shawna Lounsbury | | | 06/01/2020 |
| 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 | 05/20/2020 | 06/02/2020 | 20-078.1 | Currently Open | | |  |
| 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 | | |  |
| SBVI | | Programs Manager / 1039 | 03/01/2020 | SBVI 90 - OKC | 02/07/2020 | 02/20/2020 | 20-075 | Cheryl Snow | | | 06/01/2020 |
| SBVI | | Vocational Rehabilitation Specialist / 0643 | 06/01/2020 | SBVI 62 – Muskogee | 05/21/2020 | Continuous | 20-093 | Currently Open | | |  |
| 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 = 8

# *As of May 31, 2020*

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

Discharge = 1

1 = 2 years 8 months

## DIVISION OF VOCATIONAL REHABILITATION

Retirement = 1

1 = 18 years 8 months

Discharge = 1

1 = 5 months

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Retirement = 1

1 = 54 years 8 months

Discharge = 1

1 = 1 year 6 months

## OKLAHOMA SCHOOL FOR THE BLIND

Resignation = 1

1 = 10 years 9 months

## OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 1

1 = 22 years 5 months

## DISABILITY DETERMINATION SERVICES

Resignation = 1

1 = 7 years 1 month

**CURRENT FTE STATUS**

**FY 2020**

*FTE as of May 31, 2020*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** | **FILLED** | **PENDING** | **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 77.5 | 74.00 | 0.00 | (1.00) | 73.00 |
| Vocational Rehabilitation | 242.8 | 216.00 | 14.00 | (7.00) | 223.00 |
| Services for the Blind and Visually Impaired | 123.5 | 102.00 | 7.00 | (3.00) | 106.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 93.00 | 0.00 | 0.00 | 93.00 |
| Oklahoma School for the Deaf | 127.3 | 112.00 | 1.00 | 0.00 | 113.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 599.00 | 22.00 | (11.00) | 610.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 313.00 | 0.00 | (332.9) | 313.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 912.00 | 22.00 | (343.9) | 923.00 |
|  |  |  |  |  |  |
| 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