**PERSONNEL ACTIVITY REPORT**

**AS OF JUNE 30, 2020**

|  |
| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 18 vacant positions filled / 19 positions in Announcement or Selection Process |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| DDS | Disability Determination Specialist / 1320 | 12/27/2019 | DDS | 06/15/2020 | 06/19/2020 | 20-099 | Renee Knight | 07/06/2020 |
| DDS | Medical Consultant / 1225 | 04/01/2019 | DDS | Unclassified | Appointment |  | David Bailey | 07/06/2020 |
| DDS | Medical Consultant / 1238 | 04/01/2018 | DDS | Unclassified | Appointment |  | Stephen Andrade | 07/06/2020 |
| DDS | Medical Consultant / 1451 | 10/01/2018 | DDS | Unclassified  | Appointment |  | Pamela Forducey | 07/06/2020 |
| OSB | Office Technology Specialist / 1498 | New | OSB | Unclassified  | Appointment |  | David Stewart | 07/01/2020 |
| OSB | Independent Living Instructor / 0164 | 07/31/2020 | OSB | 06/15/2020 | 07/02/2020 | 20-097 | Currently Open |  |
| OSB | Teacher / 0259 | 07/31/2020 | OSB | 06/15/2020 | Continuous | 20-098 | Currently Open |  |
| OSD | Administrative Assistant / 0615 | 11/01/2019 | OSD | 06/29/2020 | 07/06/2020 | 20-102 | Currently Open |  |
| OSD | School Psychologist / 0070 | 08/01/2019 | OSD | Unclassified  | Appointment |  | Anna McEndree | 08/01/2020 |
| OSD | Director of Family and Early Childhood Services / 1494 | New | OSD | Unclassified  | Appointment |  | M. Petra Gatzemeyer | 08/01/2020 |
| OSD | Counselor I / 1028 | 08/01/2018 | OSD | Unclassified  | Appointment |  | Va’lecia Penney | 08/01/2020 |
| OSD | Teacher / 0666 | 07/31/2020 | OSD | Unclassified  | Appointment |  | Erin Dunagan | 08/01/2020 |
| OSD | Assistant to the Superintendent / 1136 | 03/17/2020 | OSD | Unclassified  | Appointment |  | Sharon Baker | 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 | Edward Kays | 07/13/2020 |
| VR | Rehabilitation Technician / 1057 | 01/01/2020 | VR18 – Muskogee | 05/19/2020 | 06/08/2020 | 20-090 | Applicant list sent 06/10/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0056 | 01/14/2020 | VR08 - Enid | 05/20/2020 | 05/26/2020 | 20-092 | Savanna Taylor | 06/08/2020 |
| VR | Vocational Rehabilitation Specialist / 0820 | 01/01/2020 | VR08 – Enid | 05/19/2020 | Continuous | 20-091 | Brandi Kowing | 07/27/2020 |
| VR | Vocational Rehabilitation Specialist / 0369 | 12/01/2019 | VR80 - Tulsa | 02/24/2020 | 03/12/2020 | 20-082 | Brittany Steinkirchner | 07/06/2020 |
| VR | Vocational Rehabilitation Specialist / 1030 | 09/26/2018 | VR78 – Tahlequah | 01/27/2020 | 02/24/200 | 20-073 | Nora Koepp | 07/06/2020 |
| VR | Vocational Rehabilitation Specialist / 0644 | 11/14/2019 | VR42 – Poteau | 02/04/2020 | Continuous | 20-068.1 | Applicant list sent 06/04/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0438 | 11/16/2019 | VR47 – OKC | 05/20/2020 | 06/02/2020 | 20-078.1 | Applicant list sent 06/04/2020 |  |
| 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 05/15/2020 |  |
| 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 / 0880 | 09/01/2018 | SBVI – TBD | 06/09/2020 | 06/15/2020 | 20-096 | Dan Shephard | 07/01/2020 |
| SBVI | Library Technician / 0008 | 06/30/2020 | SBVI – 72 OLBPH | SWIP  | Conversion |  | Collin Jenks | 07/01/2020 |
| SBVI | Vocational Rehabilitation Specialist / 0643 | 06/01/2020 | SBVI 62 – Muskogee | 05/21/2020 | Continuous | 20-093 | Kristy Maddux | 07/08/2020 |
| 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 = 4

# *As of June 30, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

Resignation = 1

1 = 18 years 4 months

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Retirement = 1

1 = 44 years

## OKLAHOMA SCHOOL FOR THE BLIND

None

## OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 1

1 = 5 months

## DISABILITY DETERMINATION SERVICES

Death = 1

1 = 8 month

**CURRENT FTE STATUS**

**FY 2020**

 *FTE as of June 30, 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 | 9.00 | (7.00) | 218.00 |
| Services for the Blind and Visually Impaired | 123.5 | 102.00 | 6.00 | (3.00) | 105.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 92.00 | 2.00 | 0.00  | 94.00 |
| Oklahoma School for the Deaf | 127.3 | 112.00 | 2.00 | 0.00  | 114.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 598.00 | 19.00 | (11.00) | 606.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 312.00 | 0.00 | (332.9)  | 312.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 910.00 | 19.00 | (343.9) | 918.00 |
|  |  |  |  |  |  |
| 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