**PERSONNEL ACTIVITY REPORT**

**AS OF OCTOBER 3, 2019**

|  |
| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 24 vacant positions filled / 29 positions in Announcement or Selection Process |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| EXEC | Secretary / 0988 | 09/30/2019 | Executive | 09/06/2019 | 09/19/2019 | 20-032 | Applicant list sent 09/20/2019 |  |
| DDS | Program Manager III / 0681 | 07/01/2014 | DDD | 08/30/2019 | 09/06/2019 | 20-030 | Applicant list sent 09/17/2019 |  |
| DDS | Medical Consultant / 1461 | Vacant – Never Filled  | DDD | Unclassified Appointment |  |  | Ryan Scott | 10/01/2019 |
| DDS | Medical Consultant / 1468 | Vacant – Never Filled  | DDD | Unclassified Appointment |  |  | William McAfee | 10/01/2019 |
| DDS | Medical Consultant / 1469 | Vacant – Never Filled  | DDD | Unclassified Appointment |  |  | Michael Johns | 10/01/2019 |
| DDS | Medical Consultant / 1470 | Vacant – Never Filled  | DDD | Unclassified Appointment |  |  | James Archer | 10/03/2019 |
| DDS | Administrative Officer | 05/01/2019 | DDD | Unclassified Appointment |  |  | Chelsey Dumas | 09/03/2019 |
| MSD | Human Resources Management Specialist / 1049  | 08/23/2019 | MSD-HR | 09/13/2019 | 09/19/2019 | 20-034 | Cynthia Williamson | 09/30/2019 |
| OSB | Independent Living Instructor / 0037 | 07/31/2019 | OSB | 09/25/2019 | 10/08/2019 | 20-039.1 | Currently Open |  |
| OSB | Police Officer / 0487 | Vacant – Never Filled  | OSB | 10/07/2019 | 10/21/2019 | 20-038.1 | Currently Open |  |
| OSB | Secretary / 0989 | 08/01/2018 | OSB | 09/09/2019 | 09/13/2019 | 20-021.1 | Applicant list sent 09/17/2019 |  |
| OSB | Nursing Service Supervisor / 0851 | 06/14/2019 | OSB | 07/19/2019 | Continuous | 20-013 | Connie Merrill | 10/21/2019 |
| OSD | Recreational Activities Specialist / 1018 | 08/31/2019 | OSD | 09/25/2019 | 10/08/2019 | 20-042 | Currently Open |  |
| OSD | Teaching Assistant / 0084 | 07/31/2019 | OSD | 09/23/2019 | 10/07/2019 | 20-040 | Currently Open |  |
| OSD | Direct Care Specialist / 0115 | 08/07/2019 | OSD | 08/29/2019 | 09/05/2019 | 20-029 | Lori Stowe | 09/23/2019 |
| OSD | Administrative Assistant / 0172 | 03/30/2012 | OSD | 07/29/2019 | 08/12/2019 | 20-018 | Ashleigh Reagle | 10/01/2019 |
| OSD | Direct Care Specialist / 0660 | 08/01/2019 | OSD | 08/29/2019 | 09/05/2019 | 20-029 | Ashley Hawkins | 10/01/2019 |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| OSD | Direct Care Specialist / 0850 | 08/12/2017 | OSD | 07/12/2019 | 07/25/2019 | 20-010 | App list pending |  |
| OSD | Housekeeping/Custodial Worker / 1026 | 08/01/2019 | OSD | 08/19/2019 | 09/02/2019 | 20-025 | Taylor Malka | 09/25/2019 |
| OSD | School Counselor / 1488 | New | OSD | 08/02/2019 | Continuous | 20-022 | Currently Open |  |
| OSD | Teacher / 0022 | 08/01/2019 | OSD | 08/06/2019 | 08/12/2019 | 20-023 | Amanda Glasgow | 10/01/2019 |
| OSD | School Psychologist / 0463 | 07/31/2019 | OSD | Unclassified Appointment |  |  | Sylvia Sterling | 09/01/2019 |
| VR | Business Services Liaison / 0827 | 04/30/2019 | VR67 - Tulsa | 07/02/2019 | 07/16/20169 | 19/128 | Yasmin Avila Guillen | 09/03/2019 |
| VR | Programs Manager / 0674 | 06/24/2019 | VR45 - Tulsa | 07/08/2019 | Continuous | 20-005 | David Hankinson  | 10/23/2019 |
| VR | Rehabilitation Technician / 0718 | 06/12/2019 | VR78 - Tahlequah | 08/19/2019 | 09/09/2019 | 20-026 | Applicant list sent 09/13/2019 |  |
| VR | Rehabilitation Technician / 0141 |  06/29/2019 | VR56 - Woodward | 07/25/2019 | Continuous | 20-017 | Toni Morrill | 10/14/2019 |
| VR | Vocational Rehabilitation Specialist / 0764 | 07/01/2019 | VR81 - Chickasha | 09/16/2019 | Continuous | 20-024.1 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0339 | 06/01/2019 | VR56 - Woodward | 07/29/2019 | Continuous | 20-020 | Jeffrey Baker | 10/07/2019 |
| VR | Vocational Rehabilitation Specialist / 0831 | 05/16/2019 | VR63 - Alva | 08/30/2019 | 09/06/2019 | 20-014.1 | Applicant list sent 09/09/2019 |  |
| VR | Rehabilitation Technician / 1189 | 08/27/2019 | VR44 - Stillwater | 09/16/2019 | 09/30/2019 | 20-035 | Applicant list sent 10/2/2019 |  |
| VR | Vocational Rehabilitation Specialist / 0056 | 02/26/2019 | VR08 – Enid | 04/23/2019 | 05/13/2019 | 19-105 | Jenetta Orr | 10/01/2019 |
| VR | Vocational Rehabilitation Specialist / 0016 | 05/01/2019 | VR23 – OKC | 05/03/2019 | 05/16/2019 | 19-113 | Carol Anderson | 10/21/2019 |
| VR | Vocational Rehabilitation Specialist / 0066 | 03/04/2019 | VR06 – Duncan | 05/23/2019 | 06/05/2019 | 19-114 | Pending |  |
| VR | Vocational Rehabilitation Specialist / 0478 | 05/15/2019 | VR12 – Lawton | 05/24/2019 | 06/06/2019 | 19-116 | Krista McKelvin | 09/03/2019 |
| VR | Vocational Rehabilitation Specialist / 1190 | 06/17/2019 | VR08 - Enid | 06/11/2019 | 06/24/2019 | 19-127 | Pending |  |
| VR | Assistive Technology Specialist / 0085 | 04/01/2018 | VR66-Tulsa | 07/02/2019 | Until Filled | 19-065.2 | Currently Open |  |
| VR | Rehabilitation Technician / 0440 | 06/28/2019 | VR38 – OSUT Okmulgee | 08/19/2019 | 09/09/2019 | 20-027 | Applicant list sent 09/13/2019 |  |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| VR | Rehabilitation Technician / 0359 | 03/31/2019 | VR26 - Claremore | 09/05/2019 | 09/18/2019 | 20-031 | Applicant list sent 09/23/2019 |  |
| VR | Vocational Rehabilitation Specialist / 0949 | 06/01/2019 | VR22 – Norman | 06/21/2019 | Until Filled | 19-131 | Shermiah Milton-Jones | 09/05/2019 |
| VR | Vocational Rehabilitation Specialist / 0255 | 06/24/2019 | VR23 – OKC Evaluation Center | 10/8/2019 | Until Filled | 19-129.1 | Currently Open |  |
| VR | Rehabilitation Technician / 0470 | 08/30/2019 | VR23 – OKC Evaluation Center | 09/18/2019 | 10/01/2019 | 20-036 | Applicant list sent 10/4/2019 |  |
| VR | Rehabilitation Technician / 0708 | 09/02/2019 | VR05 - Weatherford | 09/18/2019 | 10/01/2019 | 20-037 | Applicant list sent 10/3/2019 |  |
| VR | Vocational Rehabilitation Specialist / 0142 | 08/01/2019 | VR44 - Stillwater | 08/19/2019 | 08/23/2019 | 20-028 | Stephanie Rusky | 09/20/2019 |
| VR | Vocational Rehabilitation Specialist / 0109 | 06/03/2014 | VR03 - Ardmore | CAI Direct Conversion |  |  | Maira Espinoza Cardenas | 09/06/2019 |
| VR | Vocational Rehabilitation Specialist / 0646 | 02/08/2019 | VR08-Enid | 09/05/2019 | Until Filled | 19-099.2 | Currently Open |  |
| VS | Rehabilitation of the Blind Specialist / 0754 | 10/01/2018 | VS71-Idabel | 05/29/2019 | Until Filled | 19-043.3 | Currently open |  |
| VS | Vocational Rehabilitation Specialist / 0294 | 07/31/2019 | VS58-Ada | 09/09/2019 | 09/23/2019 | 20-033 | Applicant list sent 10/01/2019 |  |
| VS | Vending Machine Tech / 1075 | 12/28/2018 | VS33-OKC BEP | 06/21/2019 | Until Filled | 19-077.2 | Currently open |  |
| VS | BEP Operations Coordinator / 1209 | 12/31/2018 | VS33-OKC BEP | 05/13/2019 | Until Filled | 19-071.1 | Currently Open |  |
| VS | Vocational Rehabilitation Specialist / 1033 | 07/24/2019 | VS73 - OKC | 08/29/2019 | 09/05/2019 | 20-019.1 | Demetria Moore | 10/21/2019 |
| VS | Vocational Rehabilitation Specialist / 0938 | 09/02/2019 | VS64 – Tulsa | 09/23/2019 | 10/14/2019 | 20-041 | Currently Open |  |
| VS | Vocational Rehabilitation Specialist / 0612 | 11/19/2018 | VS59-Enid | 09/06/2019 | Until Filled | 19-070.5 | Currently Open  |  |
| VS | Rehabilitation of the Blind Spec / 0582 | 01/08/2019 | VS91-Tulsa | 007/17/2019 | Until Filled | 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 = 10

# *As of October 3, 2019*

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

Retirement = 1

1= 19 years 10 months

## DIVISION OF VOCATIONAL REHABILITATION

Retirement = 1

1 = 30 years 4 months

Resignation = 2

1 = 4 years 1 month

1 = 11 years 9 months

##

## VISUAL SERVICES DIVISION

Retirement = 1

1 = 30 years 11 months

## OKLAHOMA SCHOOL FOR THE BLIND

Retirement = 1

1 = 17 years 2 months

## OKLAHOMA SCHOOL FOR THE DEAF

Expiration of Appointment = 1

1 = 6 months

Discharge = 1

1 = 1 month 20 days

## DISABILITY DETERMINATION DIVISION

Resignation = 2

1 = 12 years 2 months

1 = transfer to AOC

**CURRENT FTE STATUS**

**FY 2020**

 *FTE as of October 3, 2019*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** |  **FILLED** |  **PENDING** |  **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 77.5  | 67.00 | 1.00 | (1.00)  | 68.00 |
| Vocational Rehabilitation  | 242.8 | 220.00 | 13.00 | (7.00) | 233.00 |
| Visual Services | 123.5 | 101.00 | 7.00 | (3.00) | 108.00 |
| VR/VS-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 91.00 | 3.00 | 0.00  | 94.00 |
| Oklahoma School for the Deaf | 127.3 | 117.00 | 4.00 | 0.00  | 121.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 598.00 | 28.00 | (11.00) | 626.00 |
|  |  |  |  |  |  |
| Disability Determination Division (EXEMPT) | 332.9 | 325.00 | 1.00 | (332.9)  | 326.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 923.00 | 29.00 | (343.9) | 952.00 |
|  |  |  |  |  |  |
| 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