**PERSONNEL ACTIVITY REPORT**

**AS OF AUGUST 31, 2020**

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| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 15 vacant positions filled / 45 positions in Announcement or Selection Process / 75 OSB and OSD Contracts Renewed FY 2021 |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| DDS | Disability Program Administrator / 0588 | 09/30/2015 | DDS | 07/28/2020 | 08/05/2020 | 21-008 | Applicant List sent 08/07/2020 |  |
| DDS | Disability Determination Technician / 0222, 0790, 0636, 0355, 0108, 1086, 0412, 1287, 1286, 1246, 0866, 0661, 0429, 0382, 0116, 1087 | 10/1/2020, 06/01/2019, 04/30/2018, 06/01/2019, 09/18/2017, 04/01/2017, 06/01/2018, 10/03/2015, 09/01/2017, 04/01/2019, 10/28/2015, 11/16/2018, 06/30/2018, 01/01/2019, 11/01/2015, 05/01/2019 | DDS | 08/31/2020 | 09/04/2020 | 21-017 | Currently Open |  |
| DDS | Medical Consultant / 1469 | 01/22/2020 | DDS | Unclassified | Appointment |  | James Blalock | 07/13/2020 |
| DDS | Medical Consultant / 1460 | 05/01/2020 | DDS | Unclassified | Appointment |  | Mahendra Shah | 08/10/2020 |
| DDS | Business Analyst / 1465 | 12/01/2019 | DDS | Unclassified | Appointment  |  | Cyndi Lopez | 09/01/2020 |
| OSB | School Counselor / 1500 | New | OSB | Unclassified | Appointment |  | Bailey Ross | 08/01/2020 |
| OSB | Teacher / 0426 | 08/01/2020 | OSB | Unclassified  | Appointment |  | Christian Hargrove | 08/01/2020 |
| OSB | Food Service Specialist / 0915 | 01/18/2020 | OSB | 08/06/2020 | 08/25/2020 | 21-010 | Applicant List sent 08/27/2020 |  |
| OSB | Direct Care Specialist / 0453, 0173 | 08/01/2020, 08/01/2020 | OSB | 08/12/2020 | 08/31/2020 | 21-011 | Applicant List sent 09/02/2020 |  |
| OSB | Independent Living Instructor / 0164 | 07/31/2020 | OSB | 06/15/2020 | 07/02/2020 | 20-097 | Applicant List sent 07/07/2020 |  |
| OSB | Teacher / 0259 | 07/31/2020 | OSB | 06/15/2020 | Continuous | 20-098 | Deborah Oakes | 08/01/2020 |
| OSD | Early Development Specialist / 1497 | New | OSD | Unclassified | Appointment |  | Katie Pletcher | 08/01/2020 |
| OSD | Sign Language Interpreter | New | OSD | Unclassified | Appointment |  | Rebekah Byrd | 08/03/2020 |
| OSD | Early Development Specialist / 1496 | New | OSD | Unclassified | Appointment |  | Jacob Alexander  | 08/01/2020 |
| OSD | Direct Care Specialist / 0660 | 02/18/2020 | OSD | 07/10/2020 | 07/22/2020 | 21-001 | Adrian Chebultz | 09/01/2020 |
| OSD | Direct Care Specialist / 1043 | 02/13/2020 | OSD | 08/19/2020 | 09/08/2020 | 21-001.1 | Currently Open |  |
| OSD | Teaching Assistant / 0060 | 08/01/2013 | OSD | 08/25/2020 | 08/31/2020 | 21-002.1 | Applicant list sent 09/02/2020 |  |
| OSD | Counselor I / 0247 | 08/14/2017 | OSD | 07/22/2020 | Continuous | 21-003 | Currently Open |  |
| OSD | Administrative Assistant / 0172 |  | OSD | 07/24/2020 | 08/12/2020 | 21-005 | Canceled 07/27/2020 |  |
| OSD | Direct Care Specialist / 0195 | 08/13/2020 | OSD | 08/24/2020 | 08/28/2020 | 21-013 | Applicant list sent 09/02/2020 |  |
| OSD | Teaching Assistant / 0928 | 08/31/2020 | OSD | 08/31/2020 | 09/17/2020 | 21-016 | Currently Open |  |
| OSD | Housekeeping/Custodial Worker / 1026 | 08/19/2020 | OSD | 08/31/2020 | 09/17/2020 | 21-018 | Currently Open |  |
| OSD | Administrative Assistant / 0615 | 11/01/2019 | OSD | 06/29/2020 | 07/06/2020 | 20-102 | Brandy Johnson | 08/10/2020 |
| 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 / 0194 | 07/22/2020 | VR07 – Durant | 08/24/2020 | Continuous | 21-006.1 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0627 | 07/08/2020 | VR18 – Muskogee | 07/27/2020 | 08/24/2020 | 21-007 | No applicants on e-list, email sent 08/27/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0044 | 08/15/2020 | VR67 – Tulsa | 08/28/2020 | Continuous | 21-015 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0014 | 05/04/2020 | VR45 – Tulsa | 05/27/2020 | Continuous | 20-095 | Applicant list sent 08/10/2020 |  |
| 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 / 0820 | 01/01/2020 | VR08 – Enid | 05/19/2020 | Continuous | 20-091 | Currently Open |  |
| 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 | Raymond Phillips | 09/01/2020 |
| 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 | 19-129.3 | Currently Open |  |
| SBVI | Business Manager / 0785 | 02/01/2020 | SBVI 33 – BEP | 08/04/2020 | Continuous | 21-009 | Currently Open |  |
| SBVI | Vending Operations Manager / 1486 | 05/28/2020 | SBVI 33 – BEP | 08/14/2020 | Continuous | 21-012 | Currently Open |  |
| SBVI | Vending Machine Technician / 0167 | 02/20/2020 | SBVI 33 – BEP | 08/31/2020 | Continuous | 21-014 | Currently Open |  |
| SBVI | Vocational Rehabilitation Specialist / 0669 | 10/07/2019 | SBVI 69 – Weatherford | 10/14/2019 | Continuous | 20-045 | Jessi Neal  | 08/10/2020 |
| 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 | Canceled 07/28/2020 |  |
| SBVI | Rehabilitation of the Blind Spec / 0924 | 01/27/2020 | SBVI 91 – Tulsa | 02/10/2020 | Continuous | 20-079 | Debra Eagle | 08/10/2020 |
| SBVI | Rehabilitation of the Blind Spec / 0582 | 01/08/2019 | SBVI 91-Tulsa | 007/17/2019 | Continuous | 19-085.3 | Barbara Collins | 08/01/2020 |
| **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 = 21

# *As of August 31, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

Resignation = 3

1 = 1 year

1 = 1 year 5 months

1 = 4 years 1 month

Discharge = 1

1 = 10 years 4 months

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Resignation = 1

1 = 5 years 9 months

Discharge = 1

1 = 12 years 5 months

Probationary Discharge = 1

1 = 7 months

## OKLAHOMA SCHOOL FOR THE BLIND

Retirement = 3

1 = 18 years 5 months

1 = 18 years

1 = 35 years 11 months

Resignation = 1

1 = 1 year 1 month

Probationary Discharge = 2

1 = 11 months

1 = 10 months

## OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 2

1 = 5 years 9 months

1 = 18 years 2 months

Probationary Resignation = 1

1 = 5 months

Probationary Discharge = 1

1 = 11 months

## DISABILITY DETERMINATION SERVICES

Resignation = 2

1 = 1 year 10 months

1 = 10 months

Probationary Discharge = 1

1 = 4 years 11 months

Probationary Resignation = 1

1 = 11 months

**CURRENT FTE STATUS**

**FY 2021**

 *FTE as of August 31, 2020*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** |  **FILLED** |  **PENDING** |  **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 74.1  | 74.00 | 0.00 | (1.00)  | 73.00 |
| Vocational Rehabilitation  | 233.8 | 213.00 | 12.00 | (4.00) | 221.00 |
| Services for the Blind and Visually Impaired | 110.5 | 101.00 | 6.00 | (3.00) | 104.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 99.0 | 92.00 | 3.00 | 0.00  | 95.00 |
| Oklahoma School for the Deaf | 129.3 | 117.00 | 8.00 | 0.00  | 125.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 648.7 | 599.00 | 29.00 | (8.00) | 620.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 378.3 | 314.00 | 16.00 | (378.3)  | 330.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1027.0 | 913.00 | 45.00 | (386.3) | 950.00 |
|  |  |  |  |  |  |
| FY 21 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