**PERSONNEL ACTIVITY REPORT**

**AS OF FEBRUARY 28, 2020**

|  |
| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 13 vacant positions filled / 25 positions in Announcement or Selection Process |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| FSD | Accountant / 1063 | 11/01/2019 | FSD | 11/27/2019 | 12/12/2019 | 20-057 | Lindsey Sanders | 02/19/2020 |
| OSB | Police Officer / 0487 | Vacant – Never Filled  | OSB | 02/19/2020 | 03/03/2020 | 20-038.2 | Currently Open |  |
| OSB | Secretary / 0989 | 08/01/2018 | OSB | 12/04/2019 | 12/17/2019 | 20-061 | Melissa Graves | 02/04/2020 |
| OSB | Food Services Specialist / 0234 | 11/30/2019 | OSB | 12/03/2019 | 12/16/2019 | 20-060 | Gena Bass | 02/03/2020 |
| OSD | Food Services Specialist / 0879 | 11/01/2019 | OSD | 11/27/2019 | 12/12/2019 | 20-055 | Desmond Ross | 02/03/2020 |
| OSD | Food Services Specialist / 0663 | 02/05/2020 | OSD | 02/20/2020 | 02/26/2020 | 20-080 | Applicant list sent 03/02/2020 |  |
| OSD | Food Services Manager / 0224 | 02/04/2020 | OSD | 02/07/2020 | 02/20/2020 | 20-076 | Applicant list sent 02/24/2020 |  |
| 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 | Applicant list sent 03/02/2020 |  |
| OSD | Housekeeping/Custodial Worker / 1026 | 11/13/2019 | OSD |  01/24/2020 |  02/06/2020 | 20-070 | Edward Nixon | 03/02/2020 |
| VR | Business Services Liaison / 0814 | 10/29/2019 | VR47 – OKC | 01/22/2020 | 02/04/2020 | 20-065.1 | Applicant list sent 02/07/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0369 | 12/01/2019 | VR80 - Tulsa | 02/24/2020 | 03/12/2020 | 20-082 | Currently Open |  |
| 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 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 0644 | 11/14/2019 | VR42 – Poteau | 02/04/2020 | Continuous | 20-068.1 | Currently Open |  |
| 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 | Applicant list sent 02/26/2020 |  |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| VR | Vocational Rehabilitation Specialist / 0764 | 07/01/2019 | VR81 - Chickasha | 09/16/2019 | Continuous | 20-024.1 | Currently Open |  |
| VR | Rehabilitation Technician / 0220 | 1/1/2020 | VR80 – Tulsa | 1/3/2020 | 1/16/2020 | 20-067 | Rebecca Short | 03/01/2020 |
| VR | Vocational Rehabilitation Specialist / 0124 | 10/21/2019 | VR44 – Stillwater | 12/09/2019 | 12/13/2019 | 20-049.1 | Porsheana Brown | 02/03/2020 |
| 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 | Currently Open |  |
| 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 | Rehabilitation Technician / 0470 |  08/30/2019 | VR23 – OKC Evaluation Center | 12/12/2019 | 12/17/2019 | 20-036.1 | Amelia Messenger | 02/01/2020 |
| VR | Vocational Rehabilitation Specialist / 0948 |  01/31/2020 | VR05 – Weatherford | 12/10/2019 | Continuous | 20-063 | Christina Mitts | 02/01/2020 |
| VR | Carl Albert Executive Fellow / 1355 | 11/13/2018 | VR81 - Chickasha | Unclassified Appointment |  |  | Raymond Phillips | 02/04/2020 |
| VR | Carl Albert Executive Fellow / 1156 | 07/15/2019 | VR42 - Poteau | Unclassified Appointment |  |  | Hollie LaSyone | 02/10/2020 |
| SBVI | Carl Albert Executive Fellow / 1362 | 03/19/2019 | SBVI91 - Tulsa | Unclassified Appointment |  |  | Tristan Ratliff | 02/03/2020 |
| SBVI | Programs Manager / 0193 | 03/01/2020 | SBVI 90 - OKC | 02/07/2020 | 02/20/2020 | 20-075 | Applicant list sent 02/24/2020 |  |
| SBVI | Vocational Rehabilitation Specialist / 0294 | 07/31/2019 | SBVI 58-Ada | 12/20/2019 | Continuous | 20-033.2 | Mark Morgenthaler | 02/18/2020 |
| 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 |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| 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 = 9

# *As of February 28, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

None

##

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Retirement = 1

1 = 40 years 5 months

Probationary Discharge = 1

1 = 2 months

## OKLAHOMA SCHOOL FOR THE BLIND

None

## OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 3

1 = 1 year 4 months

1 = 5 months

1 = 4 months

Probationary Discharge = 1

1 = 1 month

## DISABILITY DETERMINATION SERVICES

Deceased = 1

1 = 15 years 4 months

Discharge = 2

1 = 10 years 8 months

1 = 5 years 11 months

**CURRENT FTE STATUS**

**FY 2020**

 *FTE as of February 28, 2020*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** |  **FILLED** |  **PENDING** |  **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 77.5  | 68.00 | 0.00 | (1.00)  | 67.00 |
| Vocational Rehabilitation  | 242.8 | 221.00 | 12.00 | (7.00) | 226.00 |
| Services for the Blind and Visually Impaired | 123.5 | 105.00 | 7.00 | (3.00) | 109.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 93.00 | 1.00 | 0.00  | 94.00 |
| Oklahoma School for the Deaf | 127.3 | 115.00 | 5.00 | 0.00  | 120.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 604.00 | 25.00 | (11.00) | 618.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 313.00 | 0.00 | (332.9)  | 313.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 917.00 | 25.00 | (343.9) | 931.00 |
|  |  |  |  |  |  |
| 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