**PERSONNEL ACTIVITY REPORT**

**AS OF JANUARY 3, 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FILLED AND VACANT POSITIONS | | | | | | | | | | | |
| Personnel Activity = 10 vacant positions filled / 27 positions in Announcement or Selection Process | | | | | | | | | | | |
|  | |  |  |  |  |  |  |  | | |  |
| **Division** | | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | | | **Date Filled** |
| MSD | | Human Resources Management Specialist / 1000 | 11/30/2019 | MSD – HR | 12/02/2019 | 12/16/2019 | 20-059 | Paula Moon | | | 01/01/2020 |
| FSD | | Accountant / 1063 | 11/01/2019 | FSD | 11/27/2019 | 12/12/2019 | 20-057 | Applicant list sent 12/18/2019 | | |  |
| DDS | | Deputy Division Administrator / 1162 | 11/01/2018 | DDS | Unclassified Appointment |  |  | Keith Tiller | | | 01/01/2020 |
| OSB | | Direct Care Specialist / 0729 | 10/10/2019 | OSB | 10/18/2019 | 10/31/2019 | 20-048 | Brenda O’Brien | | | 01/06/2020 |
| OSB | | Police Officer / 0487 | Vacant – Never Filled | OSB | 10/07/2019 | 10/21/2019 | 20-038.1 | Applicant list sent 10/24/2019 | | |  |
| OSB | | Secretary / 0989 | 08/01/2018 | OSB | 12/04/2019 | 12/17/2019 | 20-061 | Applicant list sent 12/20/2019 | | |  |
| OSB | | Food Services Specialist / 0234 | 11/30/2019 | OSB | 12/03/2019 | 12/16/2019 | 20-060 | Applicant list sent 12/18/2019 | | |  |
| OSB | | Teacher / 0153 | 08/01/2014 | OSB | Unclassified Appointment |  |  | Rachel Butler | | | 01/06/2020 |
| OSD | | Food Services Specialist / 0879 | 11/01/2019 | OSD | 11/27/2019 | 12/12/2019 | 20-055 | Applicant list sent 12/18/2019 | | |  |
| OSD | | Teaching Assistant / 0525 | 01/01/2020 | OSD | 12/02/2019 | 12/09/2019 | 20-054 | Applicant list sent 12/12/2019 | | |  |
| OSD | | Direct Care Specialist / 1043, 0778, 0105, 0837 | 01/01/2020, 12/01/2019, 11/01/2019, 11/01/2019 | OSD | 11/20/2019 | 11/26/2019 | 20-053 | Colin Larkins, Victoria Hoyer, Kylie Cox, Terry Gregory | | | 01/05/2020 |
| VR | | Business Services Liaison / 0814 | 10/29/2019 | VR47 – OKC | 12/12/2019 | 12/23/2019 | 20-065 | Applicant list sent 12/26/2019 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0507 | 11/01/2019 | VR19 – OKC | 11/27/2019 | Continuous | 20-056 | Currently Open | | |  |
| VR | | Rehabilitation Technician / 0035 | 11/09/2019 | VR11 – Idabel | 12/03/2019 | 12/09/2019 | 20-062 | Stephanie Harkrider | | | 01/01/2020 |
| VR | | Rehabilitation Technician / 0220 | 1/1/2020 | VR80 – Tulsa | 1/3/2020 | 1/16/2020 | 20-067 | Currently Open | | |  |
| **Division** | | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | | | **Date Filled** |
| VR | | Rehabilitation Technician / 0614 | 11/11/2019 | VR81 – Chickasha | 1/3/2020 | 1/16/2020 | 20-066 | 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 / 0124 | 10/21/2019 | VR44 – Stillwater | 12/09/2019 | 12/13/2019 | 20-049.1 | Applicant list sent 12/18/2019 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0066 | 03/04/2019 | VR06 – Duncan | 05/23/2019 | 06/05/2019 | 19-114 | Pending | | |  |
| VR | | Vocational Rehabilitation Specialist / 1190 | 06/17/2019 | VR08 - Enid | 06/11/2019 | 06/24/2019 | 19-127 | 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 | Applicant list sent 12/20/2019 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0948 | 01/31/2020 | VR05 – Weatherford | 12/10/2019 | Continuous | 20-063 | Currently Open | | |  |
| VR | | Vocational Rehabilitation Specialist / 0646 | 02/08/2019 | VR08-Enid | 09/05/2019 | Continuous | 19-099.2 | Rachel Brown | | | 01/01/2020 |
| SBVI | | Programs Manager / 0193 | 12/01/2019 | SBVI 91 - Tulsa | 11/27/2019 | 12/12/2019 | 20-058 | Applicant list sent 12/18/2019 | | |  |
| SBVI | | BEP Operations Coordinator / 1209 | 12/31/2018 | SBVI 33-OKC BEP | 05/13/2019 | Continuous | 19-071.1 | Currently Open | | |  |
| SBVI | | Vocational Rehabilitation Specialist / 0294 | 07/31/2019 | SBVI 58-Ada | 12/20/2019 | Continuous | 20-033.2 | 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 | | |  |
| **Division** | | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | | | **Date Filled** |
| 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 | | | | | | | |  |
|  | |  | | | | | | | |  |

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| --- | --- | --- |
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# RESIGNATIONS/RETIREMENTS/SEPARATIONS = 11

# *As of January 3, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

Retirement = 2

1 = 34 years

1 = 39 years 2 months

## 

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Discharge = 2

1 = 3 years 4 months

1 = 8 months (probationary)

## OKLAHOMA SCHOOL FOR THE BLIND

None

## OKLAHOMA SCHOOL FOR THE DEAF

Retirement = 2

1 = 28 years 10 months

1 = 22 years 3 months

## DISABILITY DETERMINATION SERVICES

Retirement = 3

1 = 14 years 2 months

1 = 43 years 6 months

1 = 20 years 6 months

Resignation = 1

1 = 16 years 8 months

Discharge = 1

1 = 14 years 1 month

**CURRENT FTE STATUS**

**FY 2020**

*FTE as of January 3, 2020*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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) | 67.00 |
| Vocational Rehabilitation | 242.8 | 221.00 | 13.00 | (7.00) | 227.00 |
| Services for the Blind and Visually Impaired | 123.5 | 103.00 | 8.00 | (3.00) | 108.00 |
| VR/SBVI-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 | 115.00 | 2.00 | 0.00 | 117.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 599.00 | 27.00 | (11.00) | 615.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 317.00 | 0.00 | (332.9) | 317.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 916.00 | 27.00 | (343.9) | 932.00 |
|  |  |  |  |  |  |
| 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