**PERSONNEL ACTIVITY REPORT**

**AS OF APRIL 30, 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FILLED AND VACANT POSITIONS | | | | | | | | | | | |
| Personnel Activity = 9 vacant positions filled / 20 positions in Announcement or Selection Process – Some positions paused due to COVID19 | | | | | | | | | | | |
|  | |  |  |  |  |  |  |  | | |  |
| **Division** | | **Title/PIN** | **Date Vac2ated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | | | **Date Filled** |
| DDS | | Disability Determination Technician / 0318, 0657, 0455, 0503, 0757, 0116 | 12/31/2015, 08/13/2019, 11/01/2015, 02/01/2018, 07/01/2015, 11/01/2015 | DDS | 03/12/2020 | 03/31/2020 | 20-087 | Diamond Jackson, Gail Graham, Leticia Engmann, Ayo May,  Kayla Brudine | | | 05/01/2020 |
| DDS | | Disability Program Administrator / 1441 | 10/21/2019 | DDS | 04/06/2020 | 04/10/2020 | 20-088 | Shante Johnson | | | 05/01/2020 |
| OSD | | Teacher / 0666 | 05/31/2020 | OSD | 03/12/2020 | Continuous | 20-086 | Currently Open | | |  |
| OSD | | Food Services Specialist / 0486 | 03/01/2020 | OSD | 04/21/2020 | 05/08/2020 | 20-089 | Currently Open | | |  |
| OSD | | Direct Care Specialist / 0387, 0837 | 05/01/2020, 01/14/2020 | OSD | 02/10/2020 | 02/24/2020 | 20-077 | Closed due to COVID19 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0369 | 12/01/2019 | VR80 - Tulsa | 02/24/2020 | 03/12/2020 | 20-082 | Applicant list sent 03/17/2020 | | |  |
| 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 | Applicant List sent 03/10/2020 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0644 | 11/14/2019 | VR42 – Poteau | 02/04/2020 | Continuous | 20-068.1 | Applicant list sent 03/04/2020 | | |  |
| 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 | | 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 02/24/2020 | | |  |
| 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 | | |  |
| VR | | Vocational Rehabilitation Specialist / 0750 | 01/14/2020 | VR19 – OKC | 03/19/2020 | Continuous | 20-083.1 | Candace Lewis | | | 05/04/2020 |
| VR | | Rehabilitation Technician / 0708 | 02/01/2020 | VR05 – Weatherford | 04/07/2020 | 04/13/2020 | 20-084.1 | Courtney Roberts | | | 04/27/2020 |
| SBVI | | Carl Albert Intern Executive Fellow / 1159 | 12/01/2016 | SBVI 65 – Stillwater | Unclassified Appointment |  |  | Allison Bush | | | 06/01/2020 |
| SBVI | | Programs Manager / 1039 | 03/01/2020 | SBVI 90 - OKC | 02/07/2020 | 02/20/2020 | 20-075 | Applicant list sent 02/24/2020 | | |  |
| 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 = 2

# *As of April 30, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

None

## 

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

None

## OKLAHOMA SCHOOL FOR THE BLIND

None

## OKLAHOMA SCHOOL FOR THE DEAF

Retirement = 1

1 = 15 years 3 months

Discharge = 1

1 – 9 years 8 months

## DISABILITY DETERMINATION SERVICES

None

**CURRENT FTE STATUS**

**FY 2020**

*FTE as of April 30, 2020*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DIVISION** | **BUDGETED FTE** | **FILLED** | **PENDING** | **EXEMPT FTE** | **TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE** |
| Support Services (Executive/MSD/FSD) | 77.5 | 75.00 | 0.00 | (1.00) | 74.00 |
| Vocational Rehabilitation | 242.8 | 217.00 | 10.00 | (7.00) | 220.00 |
| Services for the Blind and Visually Impaired | 123.5 | 103.00 | 7.00 | (3.00) | 107.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 93.00 | 0.00 | 0.00 | 93.00 |
| Oklahoma School for the Deaf | 127.3 | 114.00 | 2.00 | 0.00 | 116.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 604.00 | 19.00 | (11.00) | 612.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 309.00 | 1.00 | (332.9) | 310.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 913.00 | 20.00 | (343.9) | 922.00 |
|  |  |  |  |  |  |
| 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