**PERSONNEL ACTIVITY REPORT**

**AS OF JANUARY 31, 2020**

|  |
| --- |
| FILLED AND VACANT POSITIONS |
| Personnel Activity = 6 vacant positions filled / 26 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 | Applicant list sent 12/18/2019 |  |
| 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 |  |
| OSD | Materiel Management Officer / 0302 | 02/01/2020 | OSD | 01/14/2020 | 01/20/2020 | 20-069 | Diedra Braxton | 02/01/2020 |
| 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 | Desjunae Ross | 01/13/2020 |
| OSD | Housekeeping/Custodial Worker / 1026 | 11/13/2019 | OSD |  01/24/2020 |  02/06/2020 | 20-070 | Currently Open |  |
| VR | Business Services Liaison / 0814 | 10/29/2019 | VR47 – OKC | 01/22/2020 | 02/04/2020 | 20-065.1 | Currently Open |  |
| VR | Vocational Rehabilitation Specialist / 1030 | 09/26/2018 | VR78 – Tahlequah | 01/27/2020 | 02/24/200 | 20-073 | Currently Open |  |
| 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 | 01/06/2020 | 01/27/2020 | 20-068 | Applicant list sent 01/29/2020 |  |
| VR | Vocational Rehabilitation Specialist / 0507 | 11/01/2019 | VR19 – OKC | 11/27/2019 | Continuous | 20-056 | Miranda Brazille | 01/14/2020 |
| VR | Rehabilitation Technician / 0614 | 11/11/2019 | VR81 – Chickasha | 02/03/2020 | 02/07/2020 | 20-066.1 | Currently Open |  |
| 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 | Applicant list sent 01/22/2020 |  |
|  |  |  |  |  |  |  |  |  |
| **Division** | **Title/PIN** | **Date Vacated** | **Location** | **Begin date** | **End date** | **Ann. #** | **Action/Incumbent** | **Date Filled** |
| 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 / 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 |  |
| SBVI | Carl Albert Executive Fellow / 1132 | 12/16/2015 | SBVI69 - Weatherford | Unclassified Appointment |  |  | Ernest Swindle II | 01/22/2020 |
| SBVI | Programs Manager / 0193 | 12/01/2019 | SBVI 91 - Tulsa | 11/27/2019 | 12/12/2019 | 20-058 | Julie Bailey | 02/01/2020 |
| SBVI | BEP Operations Coordinator / 1209 | 12/31/2018 | SBVI 33-OKC BEP | 05/13/2019 | Continuous | 19-071.1 | Tannica Binder | 02/01/2020 |
| 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 |  |
| 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 = 8

# *As of January 31, 2020*

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

None

## DIVISION OF VOCATIONAL REHABILITATION

Resignation = 2

1 = 14 years

1 = 1 years 2 months

Probationary Discharge = 1

1 = 3 months

##

## SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

None

## OKLAHOMA SCHOOL FOR THE BLIND

Retirement = 1

1 = 21 years 2 months

Discharge = 1

1 = 5 years 11 months

## OKLAHOMA SCHOOL FOR THE DEAF

Retirement = 1

1 = 14 years

Probationary Discharge = 1

1 = 1 week

## DISABILITY DETERMINATION SERVICES

Discharge = 1

1 = 3 months

**CURRENT FTE STATUS**

**FY 2020**

 *FTE as of January 31, 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 | 220.00 | 14.00 | (7.00) | 227.00 |
| Services for the Blind and Visually Impaired | 123.5 | 104.00 | 6.00 | (3.00) | 107.00 |
| VR/SBVI-DP | 2.00 | 2.00 | 0.00 | (0.00) | 2.00 |
| Oklahoma School for the Blind | 98.5 | 92.00 | 3.00 | 0.00  | 95.00 |
| Oklahoma School for the Deaf | 127.3 | 118.00 | 2.00 | 0.00  | 120.00 |
|  |  |  |  |  |  |
| Total (NON-EXEMPT) | 671.6 | 603.00 | 26.00 | (11.00) | 618.00 |
|  |  |  |  |  |  |
| Disability Determination Services (EXEMPT) | 332.9 | 316.00 | 0.00 | (332.9)  | 316.00 |
|  |  |  |  |  |  |
| TOTAL NON-EXEMPT & EXEMPT | 1004.5 | 919.00 | 26.00 | (343.9) | 934.00 |
|  |  |  |  |  |  |
| 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