



Meeting Members:
Karen Arnet, Chairperson
Karen Mills, Vice-Chairperson
Gary Stanton, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
William McLeod, Mayor

Village of Hoffman Estates

General Administration and Personnel Committee Meeting Agenda

July 5, 2022

7:00 p.m.

Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

- I. Roll Call**
- II. Approval of Minutes – June 13 & June 27, 2022**

NEW BUSINESS

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report.
2. Human Resources Management Monthly Report.
3. Legislative Operations & Outreach Monthly Report (*Deferral requested*).

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

June 13, 2022

I. Roll Call

Members in Attendance:

**Karen Arnet, Chair
Karen Mills, Vice-Chair
Gary Stanton, Trustee
Anna Newell, Trustee (via electronic attendance)
Gary Pilafas, Trustee (via electronic attendance)
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Peter Gugliotta, Director of Dev. Services
Kevin Kramer, Director of Econ. Dev.
Patrick Seger, Director of HRM
Jennifer Horn, Director of Planning & Trans.
Suzanne Ostrovsky, Asst. Village Mgr.
Ric Signorella, CATV Coordinator
Ben Gibbs, GM, NOW Arena**

The General Administration & Personnel Committee meeting was called to order at 7:07 pm.

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of May 9, 2022. Roll call vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

3. Legislative Operations and Outreach Monthly Report (*deferral requested*).

Motion by Trustee Stanton, seconded by Trustee Gaeta, to defer the monthly report. Roll call vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:09 pm. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date

**SP. GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

June 27, 2022

I. Roll Call

Members in Attendance:

**Karen Arnet, Chair
Karen Mills, Vice-Chair
Gary Stanton, Trustee
Anna Newell, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

Members Via Telephone:

Gary Pilafas, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Joe Nebel, Director Public Works
Monica Saavedra, Director HHS
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Rachel Musiala, Director of Finance
Alan Wenderski, Village Engineer
Patrick Seger, Director of HRM
Ric Signorella, CATV Coordinator
Suzanne Ostrovsky, Asst. Village Manager**

Guests:

**Dan Shomon
Angie Clay Thomas (The Links, Incorporated)**

The Special General Administration & Personnel Committee meeting was called to order at 7:01 pm.

NEW BUSINESS

1. Discussion regarding Legislative Report.

An item summary sheet from Mr. Palm was presented to committee.

Mr. Shomon commented and provided background.

Trustee Mills inquired about the NOW parking situation regarding state taxes. Corporation Counsel Janura and Mr. Shomon commented.

1. Request approval of request by the Hoffman Estates Chapter of The Links, Incorporated for a bench plaque.

An item summary sheet from Jennifer Djordjevic and Suzanne Ostrovsky was presented to committee.

Ms. Ostrovsky provided background. Ms. Thomas from The Links, Incorporated, spoke about the project.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a request by the Hoffman Estates Chapter of The Links, Incorporated for a bench plaque. Roll call vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:20 pm. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Dir. Of Operations/Outreach
Office of the Mayor and Board

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Eric Palm
From: Ric Signorella
Regarding: HETV Report
Date: July 1, 2022

Citizen Segments

This month the Citizen covers the Mayor's Monarch Pledge: Children's Advocacy Center, Special Olympics Torch Run, GiGi Fit 5K Walk, and the Community Fishing Derby.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
Economic Development Video (Why Hoffman Estates?)
Economic Development Property Promotional Videos
Hoffman Highlights (Hilldale Golf Course, Highland Woods, Bridges of Poplar Creek)
Hoffman Highlights (Sarap Bistro, Mochidou, Lou Malnati's)
HHS Dept. Activities Videos
HEPD / HEFD Swearing – In's
Hoffman Estates Garden Club
Street Revitalization Project – Engineering Dept.
Fitness America
Children's Advocacy Center 5K Walk
Street Reconstruction / Paving Process Video
Summer Sounds on the Green
Mark Parr Retirement Proclamation
4th of July Parade – Airing in July
4th of July Carnival Activities
PW Annual Recycling Event

Schaumburg Township & Hoffman Estates Branch Kids / Adults Library Programs
Now airing.

Fremd H.S. Band Concert
Now airing.

Hoffman Estates H.S. Spring Band Concert
Now airing.

4th of July Parade
Airing in July.

Unity Day
Now airing.

Summer Sounds on Green
Now airing.

Complaints/Inquiries

There was one new inquiry; a resident wanted to know if AT&T fiber was available in her area. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

June 2022

Staffing Activity

New Starts: 9 – PW Summer Seasonal (3)
ASO I (3)
Weekend ASO
IT Specialist II
IT Specialist I

Separations: 1 – Accountant II

Transfers: 0

Retirees: 5 – Assistant Corporation Counsel
Police Officer
Battalion Chief
IT Director
Admin. Staff Assistant

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	323 current
	Part Time Employees	74 budgeted	71 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	21 budgeted	9 current
	Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

3 Seasonals with	11 for year
0 Promotions with	6 for year
1 Separations with	12 for year
5 Retirements with	8 for year
0 Transfer with	1 for year

Recruitment Activity**Crossing Guard (4)**

The position was posted on the Village website and social media and broadcast email. Now hiring signs were posted at the schools with openings – Fairview, Whiteley, Hoffman High, and Churchill. Applications are reviewed by the interview team as they are received. Two candidates were interviewed in June. Offers were made to both and accepted. They are completing pre-employment screening this summer and are expected to start in August. Recruiting efforts continue for the other openings.

Civil Engineer I

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Applications were reviewed by the interview team as they were received. Five interviews are scheduled for early July.

Public Works Summer Seasonal

The position was posted on the Village website and social media and broadcast email. An email was sent out to the 2021 seasonals to gauge interest in returning for 2022. Six seasonals will be returning. New applications are being reviewed by the interview team as they are received. Four new applicants have been interviewed and offered positions. Six seasonals started in May. Three started in June. One new candidate interviewed in June. He is completing pre-employment screening. The Assistant Director decided to close the recruitment after this 10th candidate starts working.

Permit Services Technician

The position was revised and re-posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, NWBOCA, SBOC, GovHR, PublicSalary, ILCMA and IACE. Applications are being reviewed by the interview team.

IT Specialist I

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GovHR, PublicSalary and ZipRecruiter. Applications were reviewed by the interview team. Sixteen candidates were chosen to interview for the ITS I and II positions. Interviews were held from May 4th – May 13th. An offer was made and accepted. The candidate started on 06/28/2022.

IT Specialist II

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GovHR, PublicSalary and ZipRecruiter. Applications were reviewed by the interview team. Sixteen

candidates were chosen to interview for the ITS I and II positions. Interviews were held from May 4th – May 13th. Two candidates were called back for a second interview for the ITS I position and one for the ITS II position. An offer was made to the ITS II candidate. He accepted and started on 06/27/2022.

Business Systems Analyst I

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GovHR, PublicSalary and ILCMA. Applications are being reviewed by the interview team as they are submitted.

ASO I (4)

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, and PublicSalary. Applications were reviewed by the interview team. Nineteen candidates were chosen to skills test and interview for the position. Four candidates were offered the position. They all accepted and successfully completed pre-employment screening. Three started in June and one will be starting in July.

PT Weekend ASO I (2)

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, and PublicSalary. Applications were reviewed by the interview team. Thirteen candidates were chosen to skills test and interview for the position. Seven candidates advanced to interview. Two candidates were offered the position. They accepted and successfully completed the pre-employment screening. One started in June and the second will be starting in early July.

Community Planner I

The position was posted on the Village website and social media and broadcast email. It was also posted on ILAPA, ILCMA, LinkedIn, GovHR, APA and PublicSalary. Four candidates were interviewed. An offer was made to one candidate. He accepted and is completing pre-employment screening.

Administrative Events Assistant

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, PublicSalary and ILCMA. Applications were reviewed by the interview team and nine candidates chosen for skills testing and interview. Interviews are scheduled for early July.

Assistant Corporation Counsel

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, PublicSalary, ISBA, CBA, DCBA, Chicago Law Bulletin, NW Suburban Bar Assoc, IML, IU Law School and ILCMA. Applications will be reviewed after the closing date.

Community Service Officer (2 positions)

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, and PublicSalary. Applications are being reviewed by the interview team as they are received.

Labor/Management Relations

- Contract Status:** **Police** (Metropolitan Alliance of Police - MAP Chapter 96)
Contract (Jan. 1, 2022 - December 31, 2024).

- Fire** (International Association of Firefighters - Local 2061)
Contract (January 1, 2021 – December 31, 2023).

- Public Works** (International Brotherhood of Teamsters, Local 700)
Contract (Jan. 1, 2020 – Dec. 31, 2025).

- Police Sergeants** (Metropolitan Alliance of Police – MAP-97)
Contract (Jan. 1, 2020 – December 31, 2022).

Grievances

One grievance filed by IAFF Local 2061 is at Step 5.
One grievance filed by IAFF Local 2061 is at Step 1.

Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission, the Director and Assistant to the Director of HRM attended the monthly meeting and the Unity Day event.

- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting

- HRM Staff participated in multiple employee meetings regarding employee recruitment and retention.

- HRM staff continued work on the revision to the Personnel Policy Manual.

- The Assistant to the HRM Director attended the Wellness Committee meeting.
- The Director of HRM participated in Management Team meetings.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Continue working with claims and loss control staff of the Village's new workers' compensation carrier.
- Conducted tele meetings with staff related to high exposure workers' compensation claims.
- Met with the IPRF (Worker's Compensation Risk Pool) loss control representative to discuss the Village's loss history.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.


Cathy Doczekalski
Asst. to the Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

JUNE 2022

RECRUITMENTS

POSITION TITLE: Crossing Guard (4)
DEPARTMENT: Police
DATE POSTED: 09/16/2021
AD DEADLINE: Until filled
APPLICATIONS REC'D: 2 new received in June
STATUS: The position was posted on the Village website and social media and broadcast email. Now hiring signs were posted at the schools with openings – Fairview, Whiteley, Hoffman High, and Churchill. Applications are reviewed by the interview team as they are received. Two candidates were interviewed in June. Offers were made to both and accepted. They are completing pre-employment screening this summer and are expected to start in August. Recruiting efforts continue for the other openings.

POSITION TITLE: Civil Engineer I
DEPARTMENT: Development Services
DATE POSTED: 06/07/2022
AD DEADLINE: 07/01/2022
APPLICATIONS REC'D: 11 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Applications were reviewed by the interview team as they were received. Five interviews are scheduled for early July.

POSITION TITLE: Permit Services Technician
DEPARTMENT: Development Services
DATE POSTED: 06/07/2022
AD DEADLINE: 07/01/2022
APPLICATIONS REC'D: 26 received to date
STATUS: The position was revised and re-posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, NWBOCA, SBOC, GOVHR, PublicSalary, ILCMA and IACE. Applications are being reviewed by the interview team.

POSITION TITLE: Summer Seasonal (12)
DEPARTMENT: Public Works
DATE POSTED: 03/11/2022
AD DEADLINE: 05/13/2022
APPLICATIONS REC'D: 15 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. An email was sent out to the 2021 seasonals to gauge interest in returning for 2022. Six seasonals will be returning. New applications are being reviewed by the interview team as they are received. Four new applicants have been interviewed and offered positions. Six seasonals started in May. Three started in June. One new candidate interviewed in June. He is completing pre-employment screening. The Assistant Director decided to close the recruitment after this 10th candidate starts working.

POSITION TITLE: Business Systems Analyst I
DEPARTMENT: Information Technology
DATE POSTED: 06/15/2022
AD DEADLINE: 07/11/2022
APPLICATIONS REC'D: 7 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GOVHR, PublicSalary and ILCMA. Applications are being reviewed by the interview team as they are submitted.

POSITION TITLE: Community Planner I
DEPARTMENT: Development Services
DATE POSTED: 05/26/2022
AD DEADLINE: 06/19/2022
APPLICATIONS REC'D: 24 received
STATUS: The position was posted on the Village website and social media and broadcast email. It was also posted on ILAPA, ILCMA, LinkedIn, GovHR, APA and PublicSalary. Four candidates were interviewed. An offer was made to one candidate. He accepted and is completing pre-employment screening.

POSITION TITLE: Administrative Events Assistant
DEPARTMENT: General Government
DATE POSTED: 06/02/2022
AD DEADLINE: 06/24/2022
APPLICATIONS REC'D: 41 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, PublicSalary and ILCMA. Applications were reviewed by the interview team and nine candidates chosen for skills testing and interview. Interviews are scheduled for early July.

POSITION TITLE: Assistant Corporation Counsel
DEPARTMENT: General Government/Legal
DATE POSTED: 06/10/2022
AD DEADLINE: 07/08/2022
APPLICATIONS REC'D: 24 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, PublicSalary, ISBA, CBA, DCBA, Chicago Law Bulletin, NW Suburban Bar Assoc, IML, IU Law School and ILCMA. Applications will be reviewed after the closing date.

POSITION TITLE: Community Service Officer (2 positions)
DEPARTMENT: Police
DATE POSTED: 06/20/2022
AD DEADLINE: 07/15/2022
APPLICATIONS REC'D: 64 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, and PublicSalary. Applications are being reviewed by the interview team as they are received.

NEW STARTS

POSITION TITLE: Summer Seasonal (12)
DEPARTMENT: Public Works
DATE POSTED: 03/11/2022
AD DEADLINE: 05/13/2022
APPLICATIONS REC'D: 15 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. An email was sent out to the 2021 seasonals to gauge interest in returning for 2022. Six seasonals will be returning. New applications are being reviewed by the interview team as they are received. Four new applicants have been interviewed and offered positions. Six seasonals started in May. Three started in June. One new candidate interviewed in June. He is completing pre-employment screening. The Assistant Director decided to close the recruitment after this 10th candidate starts working.

POSITION TITLE: IT Specialist I
DEPARTMENT: Information Technology
DATE POSTED: 04/08/2022
AD DEADLINE: 05/01/2022
APPLICATIONS REC'D: 37 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GOVHR, PublicSalary and ZipRecruiter. Applications were reviewed by the interview team. Sixteen candidates were chosen to interview for the ITS I and II positions. Interviews were held from May 4th – May 13th. An offer was made and accepted. The candidate started on 06/28/2022.

POSITION TITLE: IT Specialist II
DEPARTMENT: Information Technology
DATE POSTED: 04/08/2022
AD DEADLINE: 05/01/2022
APPLICATIONS REC'D: 22 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GOVHR, PublicSalary and ZipRecruiter. Applications were reviewed by the interview team. Sixteen candidates were chosen to interview for the ITS I and II positions. Interviews were held from May 4th – May 13th. Two candidates were called back for a second interview for the ITS I position and one for the ITS II position. An offer was made to the ITS II candidate. He accepted and started on 06/27/2022.

POSITION TITLE: Administrative Services Officer I (4 positions)
DEPARTMENT: Police
DATE POSTED: 04/04/2022
AD DEADLINE: 04/24/2022
APPLICATIONS REC'D: 36 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, and PublicSalary. Applications were reviewed by the interview team. Nineteen candidates were chosen to skills test and interview for the position. Four candidates were offered the position. They all accepted and successfully completed pre-employment screening. Three started in June and one will be starting in July.

POSITION TITLE: PT Weekend Administrative Services Officer I (2 positions)
DEPARTMENT: Police
DATE POSTED: 04/04/2022
AD DEADLINE: 04/24/2022
APPLICATIONS REC'D: 37 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, and PublicSalary. Applications were reviewed by the interview team. Thirteen candidates were chosen to skills test and interview for the position. Seven candidates advanced to interview. Two candidates were offered the position. They accepted and successfully completed the pre-employment screening. One started in June and the second will be starting in early July.

SUMMARY OF EMPLOYMENT ACTIVITY JUNE 2022

	<u>Total Number</u>	<u>Position</u>
New Starts	9	PW Summer Seasonal (3) ASO I PT ASO I FT (3) IT Specialist I IT Specialist II
Separations	1	Accountant II
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	5	Police Officer IT Director Admin Staff Assistant Battalion Chief Asst. Corporation Counsel
Change of Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	4	PW Seasonal Community Planner PT ASO I FT ASO I
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2022 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	323
PART TIME EMPLOYEES	74	71
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	21	9
INTERNS (PAID)	6	6
 TOTAL	 439	 410

Total Vacancies:

Full Time

Budgeted – Posted

**Community Planner I
PW Seasonal (3)
Permit Services Technician
Business Systems Analyst I
Administrative Events Assistant
Police Officer
Firefighter/Paramedic
Civil Engineer I
Community Service Officer (2)
Assistant Corporation Counsel**

Budgeted - Not Posted

**IT Director
PD Staff Assistant**

Part Time

Budgeted – Posted

Crossing Guard (5)

Budgeted – Not Posted

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	197	479
Part Time – Response to Recruitments	3	49
Seasonal Applicants	1	21
 TOTAL	 201	 549

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JUNE 2022**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Daniel Gewarges	06/06/2022	PW Seasonal	NA
Dave Dahlberg	06/13/2022	ASO I	Isa Lambrecht
Leslley Acevedo	06/17/2022	ASO I	Liz Dianovsky
Michael Atkins	06/21/2022	ASO I	Cassie Wortman
Eddie Camacho	06/24/2022	Weekend ASO I	Angela Tribuzio
Ted Winters	06/27/2022	IT Specialist II	NA
Jeremy Garcher	06/28/2022	IT Specialist I	Jake Houswerth
Eric Reichel	06/06/2022	PW Seasonal	NA
Josh Bilodeau	06/01/2022	PW Seasonal	NA

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Chris Lenczewski	06/03/2022	Battalion Chief	Retired
Fred Besenhoffer	06/17/2022	IT Director	Retired
Linnel Allen	06/25/2022	Police Officer	Retired
Sue Lessen	06/30/2022	Admin Staff Asst	Retired
Patti Cross	06/01/2022	Asst. Corporation Counsel	Retired
Susana Arroyo	6/17/2022	Accountant II	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
NA			

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
NA			

CHANGE IN STATUS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

RECLASSIFICATION

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
N/A			

**ADDITIONAL MONTHLY REPORT INFORMATION
JUNE 2022**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>7</u>
# Orientations conducted during month	<u>6</u>