

FROM (DEPT/ DIVISION): Communications Division

SUBJECT: Backfill one Dispatch Position for month of December

<p>Background: We have a dispatcher resigning on December 1, 2018 also we anticipate an opening on January 1, 2019. Therefore we have two positions to be filled. We are in the final step in our hiring process. We have interviewed 9 people and would like to hire two outstanding people. We would like to start the two people on December 1, 2018 so that would mean one position would be a backfill during the month of December. We have two great candidates that we do not want to lose to other job opportunities. This will give us time to get the people started in the training process. Being down two positions causes a hardship in dispatch.</p>	<p>Requested Action: Hire one person on December 1st to cover for the position being vacated due to resignation. Hire the second person on December 1, 2018 to cover for the position that will be vacated on January 1, 2019.</p>
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ATTACHMENTS:

Date: (November 2, 2018) Submitted By: Kathy Lieuallen

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- (X) Human Resources (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: November 7, 2018

Action taken:

Follow-up: