

City of San Marcos - Vacancy Report - June 7, 2021

Location Description	Position Description	Comments:	FTE	Fund
CITY CLERK'S OFFICE	CITY CLERK	Interim placement	1.000	General
COMMUNICATIONS & IGR	VIDEO TECHNICIAN	Frozen	0.500	General
COMMUNICATIONS & IGR	Digital Design Coordinator	Pending onboarding of Marketing & Media Manager	1.000	General
FINANCE	GRANTS MANAGER	Interim placement following unsuccessful recruitment efforts.	1.000	General
FINANCE	MAIL SERVICES CLERK	Has been frozen - reclassifying to Accounting Technician	0.550	General
LEGAL	ADMINISTRATIVE ASSISTANT	Pending Courts fully reopening	1.000	General
LEGAL	ASSISTANT CITY ATTORNEY	Third round of advertising - Candidate declined - discussing strategy	1.000	General
HUMAN RESOURCES	HUMAN RESOURCES MANAGER	Reviewing organizational structure	1.000	General
INFORMATION TECHNOLOGY	IT SERVICE DELIVERY MANAGER	Interim/Advertised	1.000	General
ENGINEERING & CIP	PROJECT ENGINEER-WATERSHED	Advertised - 3 week full pay range posting with no qualified applicants	1.000	General
ANIMAL SERVICES-ANIMAL SHELTER	ANIMAL SERVICES CLERK/DISPATCHER	Pending reclassification	1.000	General
ANIMAL SERVICES-ANIMAL SHELTER	ANIMAL SERVICES MANAGER	Interim placement	1.000	General
ANIMAL SERVICES-ANIMAL SHELTER	ANIMAL SHELTER TECHNICIAN, LEAD	Advertised	1.000	General
LIBRARY	LIBRARY CLERK	Advertised	0.750	General
LIBRARY	LIBRARY PAGE	Advertised	0.375	General
PARKS AND RECREATION	NATURAL AREA MAINTENANCE TECH	Frozen - used by PD for evidence technician	1.000	General
PARKS AND RECREATION	NATURAL AREA MAINTENANCE CREW LEADER	Frozen - position used by PD for records clerk	1.000	General
PARKS AND RECREATION	PARKS/ATHLETIC FIELDS WORKER	Selection process	1.000	General
PARKS AND RECREATION	PARKS/FACILITIES SPECIALIST	Selection process	1.000	General
PARKS AND RECREATION	PARKS/FACILITIES WORKER	Selection process	1.000	General
PARKS AND RECREATION	DISCOVERY CENTER SPECIALIST	No managed hiring request received	1.000	General
PARD-ACTIVITY CENTER	ACTIVITY CENTER ATTENDANT	Selection process	0.700	General
PARD-ACTIVITY CENTER	ACTIVITY CENTER ATTENDANT	Frozen	0.750	General
PARD-ACTIVITY CENTER	FACILITIES MAINTENANCE WORKER	Advertised	0.750	General
PARD-ACTIVITY CENTER	LIFEGUARD-ACTIVITY CENTER	Frozen	0.375	General
PARD-ACTIVITY CENTER	LIFEGUARD-ACTIVITY CENTER	Frozen	0.375	General
PARD-ACTIVITY CENTER	LIFEGUARD-ACTIVITY CENTER	Frozen	0.375	General
PLANNING-CDBG	COMMUNITY INITIATIVES ADMINISTRATOR	With the number of federal grants stemming from COVID, it is extremely difficult to fill grant positions. Candidates have also been reluctant to relocate during the pandemic. We continue to advertise including considering interim placements.	1.000	General
REAL ESTATE	REAL ESTATE MANAGER	Revised job description received - will advertise following revision.	1.000	General
GENERAL SERVICES ADMIN	DIRECTOR OF GENERAL SERVICES	Reorganization - Director of Public Works - Interim	1.000	75% General 25% Transit
GENERAL SERVICES ADMIN	PARKING AND MOBILITY MANAGER	FTE created but position never funded	1.000	General
GENERAL SERVICES-FLEET	MASTER FLEET SERVICES TECHNICIAN, LEAD	Request for reclassification pending	1.000	General
COMM SVC-ENH, TRANS, FLT, FA	HVAC TECHNICIAN	Candidate selected	1.000	General
TRANSPORTATION-TRAFFIC CONTROL	TRAFFIC CONTROL AND SIGNAL OPERATOR I	Selection process	1.000	General
TRANSPORTATION-STREETS	EQUIPMENT OPERATOR I-STREETS	Selection process	1.000	General
TRANSPORTATION-STREETS	EQUIPMENT OPERATOR I-STREETS	Advertised	1.000	General
TRANSPORTATION-DRAINAGE	EQUIPMENT OPERATOR I-DRAINAGE	Advertised	1.000	Stormwater
WOMEN, INFANT & CHILD PROGRAM	WIC HEALTH AND NUTRITION SPECIALIST	Filled based on program staffing needs	1.000	WIC
WOMEN, INFANT & CHILD PROGRAM	WIC HEALTH AND NUTRITIONIST SPECIALIST	Filled based on program staffing needs	1.000	WIC
WOMEN, INFANT & CHILD PROGRAM	WIC CLERK/BREASTFEEDING PEER COUNSELOR	Filled based on program staffing needs	1.000	WIC
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PUBLIC SERVICES ADMIN	DIRECTOR OF PUBLIC SERVICES	Reorganization - Director of Utilities - Interim	1.000	50% Electric 50% W/WW
WATER-WW DISTRIBUTION	EQUIPMENT OPERATOR II-W/WW	Selection process	1.000	Water/Wastewater
WATER-WW DISTRIBUTION	WATER DISTRIBUTION MANAGER	Selection process	1.000	Water/Wastewater
ELECTRIC UTILITY ADMIN	SENIOR DISTRIBUTION DESIGNER	Pending reposting	1.000	Electric
ELECTRIC UTILITY-MAINTENANCE	LINEWORKER APPRENTICE OR LINEWORKER	Advertised	1.000	Electric
ELECTRIC UTILITY-MAINTENANCE	SENIOR LINEWORKER	Funded in Lineworker Apprentice program. On hold until ready to promote.	1.000	Electric
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ELECTRIC UTILITY-CONSERVATION	IRRIGATION INSPECTOR	Selection process	1.000	Water/Wastewater

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PUBLIC SAFETY:				
EMERGENCY MANAGEMENT OFFICE	EMERGENCY MANAGEMENT COORDINATOR	Third advertising - Contingent offer accepted	1.000	General
MUNICIPAL COURT	DEPUTY MUNICIPAL COURT CLERK	Not requested through managed hiring program.	1.000	General
POLICE-ADMIN	911 TELECOMMUNICATOR	Advertising/selection process	1.000	General
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911 TELECOMMUNICATOR - ALSO 2 OVERHIRE SLOTS; also received a TCO Lead resignation which isn't reflected yet.				
SWORN POLICE:				
No current vacancies - 9 trainees that will be completing of field training and assigned to full duty on July 10th. Five trainees will take their TCOLE license exam on July 27th and are projected to complete field training in January 2022.				
SWORN FIRE:				
Promotional tests were held on 6/7/2021 for all ranks. Once the test appeal process and the eligibility lists are complete, the top ranking employees will be promoted. Firefighter new hires are being processed to so that 10 vacancies are filled. This includes the staff for the new LaCima Fire Station.				
FIRE	FIREFIGHTER		1.000	General
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FIRE	FIREFIGHTER		1.000	General
FIRE	FIRE ENGINEER		1.000	General
FIRE	FIRE CAPTAIN		1.000	General
FIRE	FIRE CAPTAIN		1.000	General
FIRE	FIRE CAPTAIN		1.000	General
FIRE	FIRE CAPTAIN		1.000	General
FIRE	FIRE BATTALION CHIEF		1.000	General