



DATE: November 2, 2017
TO: Executive Committee Members
FROM: Jen Johnson
Evaluations Program Manager

SUBJECT: Administration & Licensing Staffing Update

The Licensing Division which includes Administration, Support Services, and Evaluation Units currently has an overall vacancy rate of 22%. This is 3% higher than reported at the August Board Meeting.

Please note that some of the vacancies were due to staff promotions.

- 1 PT II in Evaluations promoted to SSA opening in Discipline Unit.
- 1 PT II in Evaluations promoted to SSA opening in Evaluations Unit.

New Employees/Promotions:

➤ **Administration/Licensing Division.**

A. Support Services:

- Erin Carter, HR Liaison started on September 18, 2017.
- Eboni Ball, Office Technician (Reception) started on October 2, 2017.

B. Evaluations Unit:

- Suba Abeywickrama, Staff Services Analyst promoted on October 2, 2017.

C. Education Unit:

- Geralyn Maracino, Associate Governmental Program Analyst promoted on October 16, 2017.

Vacancies:

- **Assistant Executive Officer** - Desirable Qualifications Defined; Applications screened; Qualified Candidates Identified; Interviews Pending.

➤ **Licensing Division.**

A. Evaluations Unit:

1. **Associate Governmental Program Analyst - (Leg/Regulations Analyst).** Position being re-directed. Job analysis was conducted and it was determined this position does not have enough workload to constitute additional F/T position, as well a P/T Leg/Reg Analyst (Retired Annuitant)
2. **Program Technician II (PTII)** Applications screened. Interviews conducted on October 23, 2017 & November 3, 2017. Applicant moved forward to HR for minimum qualifications verifications.
3. **Program Technician II (PTII)** RPA package submitted to HR on October 3, 2017. Pending approval to post job advertisement.
4. **Office Technician**-re-classifying this position to PTII.

B. Support Services Unit.

1. **Associate Governmental Program Analyst/Staff Services Analyst- (Board Analyst).** Candidate selected. Official Offer was made on November 2, 2017. Start date November 20th.
2. **Office Services Supervisor III**-Currently Board is unable to recruit for this position. No Exam List. Job analysis being conducted to have new exam.
3. **Office Technician (Limited Term)**-Conditional Offer was made. Pending fingerprints.

➤ **Education Division:**

1. **Nursing Education Consultant (Limited Term)** – Applications screened, pending interview dates.
2. **Nursing Education Consultant** – Four (4) applications received. Pending interviews.
3. **Supervising Nursing Education Consultant (Limited Term)** - Position advertised on June 19, 2017. Applications screened; Pending interviews.

