EXHIBIT 3
DATE 1/31/13
HB

MONTANA
DPHHS
Healthy People. Healthy Communities.
Department of Public Health & Human Services

To: Health and Human Services Appropriation Subcommittee

From: Richard Opper, DPHHS Director

RE: DPHHS Vacant Positions Report

The attached report contains all HB2 positions vacant as of 01/18/2013.

What does this report contain?

For each position we have provided the current recruitment status and additional pertinent information.

The following Recruitment Status descriptions have been used

- Initial - The request to fill has been submitted however; the position is not yet advertised.
- Recruiting - The position is currently advertised.
- Screening - The process of screening applicants, interviewing, and reference checks, etc.
- Filled - An employment offer has been made and accepted. SABHRS HR data does not yet reflect the hire.

How does this report differ from the version provided on 01/21/2013?
This report has been manually updated to reflect business processes and timing discrepancies at the beginning and the conclusion of the recruitment →hiring cycle. For example, our initial report only identified positions as being advertised that had made it into the online application system. As we reviewed our information we identified that requests to fill from a previous applicant pool are not included in the online application system and were thus missed in our 01/21/2013 report.

At the end of the hiring cycle is another example. SABHRS is updated with the new employee information when a packet of paperwork is completed by the employee and their supervisor. This paperwork is completed after the employee's start date, creating a timing discrepancy between positions reported in SABHRS as vacant and those truly vacant.

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HB 2 Reg Vacant FTE as of 1-18-13

Division	Position	Descr	FTE	Vacancy Date	Days Vacant	Location	Recruiting Status	Additional Information
Disability Employment Transitions								
	69110095	Voc Rehabilitation Counselor	1.00	1/12/2013	6	Billings	Initial	
	69110152	Voc Rehabilitation Counselor	1.00	8/25/2012	143	Billings	Screening	
	69110177	Disability Claims Adjudicator	1.00	7/21/2012	177	Helena	Screening	
	69111071	Disability Claims Adjudicator	1.00	1/5/2013	13	Helena		
	69111074	Accounting Technician	1.00	12/15/2012	33	Helena	Screening	
	69111087	Disability Claims Adjudicator	1.00	10/25/2011	443	Helena	Screening	
	69111110	Dis Deter Net Sys Admin	1.00	1/21/2012	357	Helena	Filled	Start date 01/17/13
	69111142	Disability Claims Adjudicator	1.00	1/14/2012	364	Havre	Screening	
	69110087	Rehabilitation Counselor	1.00	6/11/2012	217	Helena	Screening	
	69110302	Administrative Assistant	1.00	12/15/2012	33	Helena	Screening	
	69110042	Rehabilitation Counselor Sup	1.00	12/29/2012	19	Missoula	Initial	
			11.00	**Total FTE**				
Human and Community Service Division								
	69101030	Bureau Chief	1.00	12/29/2012	19	Helena		Position description was updated, will now be submitted to Advertise
	69101122	PAB Program Specialist	1.00	6/11/2012	217	Helena		Position description was updated, will now be submitted to Advertise
	69101124	Business Analyst	1.00	4/16/2012	272	Helena		Position description was updated, will now be submitted to Advertise
	69101901	Social Service Specialist	1.00	9/8/2012	130	Hamilton	Screening	
	69101905	Human Services Specialist	1.00	6/30/2012	198	Helena	Screening	
	69102732	Client Service Elig Coord	1.00	1/12/2013	6	Missoula	Screening	
	69102752	Client Service Elig Coord	1.00	6/30/2012	198	Helena	Screening	
	69104912	IT Systems Manager	1.00	3/5/2012	313	Helena		Advertised three times, offered three times--twice in 1st round, once in 2nd round, now entering round three, ready to interview
	69107030	Eligibility Coord Supervisor	1.00	9/8/2012	130	Helena		Position description was rewritten to a Long Term Care Eligibility Specialist Supervisor, will now be submitted to advertise
	69107031	Special Projects Manager	1.00	6/30/2012	198	Helena		Position description was updated, will now be submitted to Advertise
	69109401	TANF Unit Manager	1.00	12/29/2012	19	Helena		
	69111719	Program Compliance Monitor	1.00	1/12/2013	6	Helena	Filled	Offered and accepted
	69111739	CHIP Program Analyst	1.00	7/14/2012	184	Helena	Filled	Start date 01/28/13
	69111743	HMK Eligibility Specialist	1.00	5/19/2012	239	Helena		Position description being rewritten
	69111749	Business Analyst	1.00	7/30/2011	528	Helena		Position description being updated as part of Service First
	69111751	Community Outreach Specialist	1.00	4/9/2011	639	Helena		
	69111755	Client Service Technician	1.00	10/1/2012	107	Helena	Filled	Offered and accepted
	69111756	HMK Eligibility Specialist	1.00	8/11/2012	157	Helena	Filled	Offered and accepted
	69111758	Eligibility Coor Supervisor	1.00	11/3/2012	75	Helena	Filled	Start date 01/28/13
	69111763	Human Services Specialist	1.00	5/21/2012	237	Helena	Recruiting	
	69130023	Client Service Elig Coord	1.00	1/12/2013	6	Great Falls	Screening	
	69130053	Social Service Specialist	1.00	3/24/2012	294	Plentywood	Recruiting	Unable to get applicants in Plentywood, requested position be moved to Helena OPA in January
	69130063	Eligibility Coor Supervisor	1.00	10/6/2012	102	Great Falls	Screening	
	69130064	Social Services Supervisor	1.00	12/15/2012	33	Great Falls		
	69130109	Client Service Technician	1.00	10/22/2012	86	Helena		
	69130142	Eligibility Assistant	1.00	11/3/2012	75	Billings		Position will be reclassified as a Client Services Eligibility Coordinator
	69130150	Social Service Specialist	1.00	10/20/2012	88	Billings	Initial	
	69130171	Social Service Specialist	1.00	1/12/2013	6	Baker	Initial	Position requested to move to Lame Deer
	69130172	Social Service Specialist	1.00	1/12/2013	6	Miles City	Screening	

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Division	Position	Descr	FTE	Vacancy Date	Days Vacant	Location	Recruiting Status	Additional Information
	69130186	Compliance Specialist	1.00	12/29/2012	19	Townsend		
	69130230	Client Services Elig Coord	1.00	12/1/2012	47	Bozeman	Initial	
	69130243	Social Service Specialist	1.00	12/29/2012	19	Browning	Screening	
	69130246	Social Service Specialist	1.00	10/20/2012	88	Browning	Screening	
	69130310	OPA County Director	1.00	12/15/2012	33	Polson	Screening	
	69130317	Social Service Specialist	1.00	1/12/2013	6	Polson	Screening	
	69130340	Social Service Specialist	1.00	7/14/2012	184	Helena	Screening	
	69130348	Social Service Specialist	1.00	7/14/2012	184	Helena	Screening	
	69130351	Social Service Specialist	1.00	4/7/2012	281	Helena	Screening	
	69130352	Eligibility Assistant	1.00	7/28/2012	170	Helena		Position will be reclassified as a Client Services Eligibility Coordinator
	69130444	Client Services Elig Coord	1.00	8/25/2012	143	Billings	Screening	
	69130481	Social Service Specialist	1.00	12/1/2012	47	Livingston	Screening	
	69130513	Client Service Elig Coord	1.00	12/22/2012	26	Deer Lodge	Recruiting	
	69130564	Social Service Specialist	1.00	12/1/2012	47	Libby	Screening	
	69130565	Client Service Elig Coord	1.00	9/8/2012	130	Wolf Point	Recruiting	
	69130584	Social Service Specialist	1.00	8/11/2012	157	Lame Deer	Recruiting	
	69130586	Social Service Specialist	1.00	12/29/2012	19	Forsyth	Screening	
	69132082	Budget Analyst Supervisor	1.00	11/17/2012	61	Helena	Screening	Position offered, accepted, & then declined. A new offer has need made.
			47.00	**Total FTE**				
Child and Family Services Division								
	69100319	Administrative Assistant	1.00	1/12/2013	6	Helena	On hold	On hold pending workload survey
	69103758	Research & Data Analyst	1.00	12/15/2012	33	Helena	Recruiting	Recruiting
	69100253	Central Intake SW Specialist	1.00	1/12/2013	6	Helena	Initial	
	69100387	Central Intake SW Specialist	1.00	11/5/2012	73	Helena	Filled	Internal transfer offered and accepted
	69100416	Central Intake SW Specialist	1.00	10/1/2012	107	Helena	Filled	Internal transfer offered and accepted
	69122301	Central Intake SW Specialist	1.00	11/5/2012	73	Helena	Filled	Internal transfer offered and accepted
	69100274	Tribal Services Administrator	1.00	12/15/2012	33	Helena	Filled	Position transferred to the Director's Office
	69103727	SSI Program Manager	1.00	12/17/2012	31	Helena	Initial	
	69100259	Indian Child Welfare Prog Mgr	1.00	6/16/2012	212	Helena		Position being redefined
	69100451	Human Services Specialist	1.00	5/7/2012	251	Helena	Initial	
	69100678	Program Assessment Specialist	1.00	12/29/2012	19	Lewistown	Filled	Start date 1/15/13
	69100240	Child Protection Specialist	1.00	10/20/2012	88	Wolf Point	Screening	
	69100255	Child Protection Spec Sup	1.00	11/17/2012	61	Wolf Point	Recruiting	Second round of recruitment, open until filled
	69100435	Child Protection Specialist	1.00	8/25/2012	143	Glasgow	Screening	
	69100439	Child Protection Specialist	1.00	12/15/2012	33	Glasgow	Screening	
	69100506	Child Protection Specialist	1.00	12/29/2012	19	Plentywood	Initial	
	69100284	CSW In-Home Service Provider	1.00	12/3/2012	45	Great Falls	Recruiting	
	69100310	Administrative Assistant	0.95	9/8/2012	130	Great Falls	Screening	
	69100346	Administrative Assistant	1.00	8/25/2012	143	Cut Bank	Screening	
	69100354	Fam Group Decision Making Coo	1.00	11/19/2012	59	Great Falls	Screening	
	69100465	Child Protection Specialist	1.00	12/29/2012	19	Conrad	Screening	
	69100525	Social Service Technician	0.80	12/29/2012	19	Conrad	Recruiting	
	69103725	CSW In-Home Service Provider	1.00	12/15/2012	33	Havre	Recruiting	
	69130257	Child Protection Spec Sup	1.00	8/25/2012	143	Havre	Screening	
	69100444	Regional Administrator	1.00	10/1/2012	107	Billings	Screening	
	69103003	Child Protection Specialist	1.00	10/6/2012	102	Billings	Screening	
	69103005	Fam Grp Decision Making Coord	1.00	1/12/2013	6	Billings	Screening	
	69103733	Child Protection Specialist	1.00	1/12/2013	6	Hardin	Recruiting	
	69122220	Family Resource Specialist	1.00	12/29/2012	19	Billings	On hold	On hold pending workload survey
	69100320	Child Protection Specialist	1.00	12/1/2012	47	Butte	Screening	
	69100453	Administrative Assistant	0.50	10/20/2012	88	Butte	Screening	
	69100573	Child Protection Specialist	1.00	12/15/2012	33	Butte	Screening	
	69100629	Child Protection Specialist	1.00	12/15/2012	33	Helena	Screening	
	69100213	Child Protection Specialist	0.75	12/29/2012	19	Kalispell	Filled	Start date 02/14/13

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Division	Position	Descr	FTE	Vacancy Date	Days Vacant	Location	Recruiting Status	Additional Information
	69100242	Child Protection Specialist	1.00	1/12/2013	6	Hamilton	Screening	
	69100244	Child Protection Specialist	1.00	12/15/2012	33	Missoula	Recruiting	
	69100335	Child Protection Specialist	0.50	11/17/2012	61	Thompson Falls	Filled	Start date 01/14/13
	69100597	Child Prot Spec Supervisor	1.00	10/6/2012	102	Missoula	Screening	
	69103738	Child Protection Specialist	1.00	10/20/2012	88	Kalispell	Filled	Start date 01/14/13
	69103749	Child Protection Specialist	1.00	11/17/2012	61	Missoula	Filled	Start date 01/21/13
	69103753	Case Visitation Specialist	1.00	10/6/2012	102	Missoula	Filled	Offered and accepted
	69105032	Family Res Spc Supervisor	1.00	12/1/2012	47	Missoula	Initial	
	69120334	Fiscal Officer	1.00	11/3/2012	75	Missoula	Filled	Start date 02/15/13
	69122212	Family Resource Specialist	0.75	1/12/2013	6	Kalispell		
	69122328	Child Protection Specialist	1.00	8/6/2012	162	Kalispell	Filled	Start date 02/04/13
			43.25	**Total FTE**				
Director's Office								
	69105168	Grants Manager	0.25	1/11/2012	367	Helena	Filled	Offered and accepted
	69105188	Child Support Investigator	1.00	5/7/2011	611	Helena	Filled	Filled under another position number, this position number will be eliminated.
	69151010	Human Resource Specialist	1.00	10/20/2012	88	Helena	Recruiting	
	69104006	Lawyer	0.50	12/17/2011	391	Helena		
	69104102	Office Manager	0.50	12/15/2012	33	Helena	Filled	Filled under another position number, this position number will be eliminated.
			3.25	**Total FTE**				
Child Support Enforcement Division								
	69105074	Bureau Chief	1.00	6/18/2011	570	Helena		Position description is being rewritten
	69105267	Administrative Law Judge	1.00	3/24/2012	294	Helena		Difficult to hire - plan to hire
	69105149	Child Support Investigator	1.00	8/11/2012	157	Billings	Filled	Start date 01/22/13
	69105124	Child Support Investigator	1.00	12/1/2012	47	Butte	Filled	Start date 2/11/13
	69105174	Child Support Investigator	1.00	6/11/2012	217	Butte	Filled	Start date 2/4/2013
	69105063	CSED Team Leader	1.00	12/29/2012	19	Great Falls	Screening	
	69105106	Child Support Investigator	1.00	8/11/2012	157	Great Falls	Screening	
	69105113	Child Support Investigator	1.00	12/15/2012	33	Great Falls		
	69105197	Child Support Investigator	1.00	6/30/2012	198	Great Falls	Screening	
	69105069	CSED Team Leader	1.00	12/29/2012	19	Helena	Screening	
	69105182	Child Support Investigator	1.00	12/29/2012	19	Helena	Screening	
	69105153	Paralegal Assistant	1.00	10/6/2012	102	Helena	Screening	
	69105040	Training Development Spc	1.00	1/12/2013	6	Helena	Screening	
	69105100	Infor Sys Support Specialist	1.00	9/8/2012	130	Helena		
			14.00	**Total FTE**				
Business and Financial Services Division								
	69109000	Accountant	1.00	11/3/2012	75	Helena	Screening	
	69100673	Accountant	1.00	5/14/2012	244	Helena	Screening	
	69104131	Accounting Technician	1.00	12/1/2012	47	Helena	Recruiting	
	69104915	Accountant	1.00	7/2/2012	196	Helena	Screening	
	69105331	Accounting Technician	1.00	5/5/2012	253	Helena		
	69112019	Accounting Technician	1.00	6/16/2012	212	Helena		
	69109206	Contracts Officer	0.50	5/7/2011	611	Helena	Screening	First offer declined, second offer initiated.
			6.50	**Total FTE**				
Public Health and Safety Division								
	69100223	Data Control Specialist	1.00	2/13/2012	335	Helena	Screening	Offered
	69107730	Epidemiologist	0.95	1/7/2013	11	Helena	Recruiting	
	69107134	Epidemiologist	1.00	11/17/2012	61	Helena	Screening	
	69100333	Health Sanitarian	1.00	11/3/2012	75	Helena	Filled	Offered and accepted
	69100809	Health Education Specialist	1.00	6/18/2012	210	Helena	Filled	Offered and accepted
	69100820	Program Assistant	1.00	10/6/2012	102	Helena	Filled	Offered and accepted

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	69100823	Health Education Specialist	1.00	7/28/2012	170	Helena	Screening	
	69107209	Health Program Representative	1.00	11/3/2012	75	Helena	Recruiting	
	69100824	Section Supervisor	1.00	1/12/2013	6	Helena	Initial	
	69107206	Program Coordinator	1.00	12/3/2012	45	Helena		Job description is being updated
	69107217	Health Education Specialist	1.00	11/16/2011	422	Helena		Job description is being updated
	69109743	Epidemiologist	1.00	12/1/2012	47	Helena		Job description is being updated
	69100619	Prevention Specialist	1.00	7/28/2012	170	Helena	Screening	
	69107135	Nurse Consultant	1.00	12/15/2012	33	Helena	Recruiting	
	69104810	Prevention Specialist	0.50	1/12/2013	6	Helena	Screening	
	69100712	Program Assistant	0.75	12/1/2012	47	Helena	Screening	Offered
	69100850	Financial Specialist III	1.00	9/17/2012	121	Helena		
	69107157	Informatic Specialist II	1.00	8/20/2012	148	Helena		
	69100230	Administrative Support	1.00	11/17/2012	61	Helena	Screening	
	69109750	Administrative Assistant	1.00	9/5/2011	493	Helena	Screening	
	69107725	Clinical Laboratory Specialist	1.00	10/20/2012	88	Helena	Filled	Offered and accepted
	69107220	Chemist	0.50	1/12/2013	6	Helena		
	69107706	Lab QA/Safety Coordinator	1.00	1/14/2012	364	Helena	Screening	
	69107156	Bioterrorism Coordinator	0.50	1/1/2011	737	Helena	Recruiting	
	69104916	Emergency Management Spc	1.00	9/8/2012	130	Helena	Recruiting	
	69100601	Health Education Specialist	1.00	1/12/2013	6	Helena	Recruiting	
			24.20	**Total FTE**				
Quality Assurance Division								
	69105141	Medicaid Liability Specialist	1.00	7/14/2012	184	Helena	Recruiting	
	69107026	Program Integrity Auditor	1.00	9/8/2012	130	Helena	Screening	
	69108112	Program Integrity Investigator	1.00	9/8/2012	130	Helena	Screening	
	69108114	Compliance Specialist	1.00	9/8/2012	130	Helena	Initial	
	69108154	Program Compliance Auditor	1.00	9/8/2012	130	Helena	Screening	
	69108156	HIPAA Program Officer	1.00	10/12/2009	1176	Helena	Screening	
	69100909	Health Care Surveyor	1.00	4/7/2012	281	Helena	Recruiting	
	69100910	Health Care Surveyor	1.00	9/8/2012	130	Helena	Recruiting	
	69100922	Facility Surveyor Supervisor	1.00	12/29/2012	19	Helena	Filled	Offered and accepted
	69100965	Health Care Surveyor	1.00	10/20/2012	88	Helena	Recruiting	
	69122225	Health Care Surveyor	1.00	9/8/2012	130	Helena	Recruiting	
	69100542	Child Care Licensor	0.50	10/8/2011	460	Kalispell	Initial	
	69108161	Administrative Assistant	1.00	7/14/2012	184	Billings	Initial	
	69108164	License Permit Technician	0.50	1/28/2012	350	Helena	Initial	
			13.00	**Total FTE**				
Technology Services Division								
	69132709	Computer Application Engineer	0.75	12/15/2012	33	Helena		
			0.75	**Total FTE**				
Developmental Services Division								
	69111705	State Wraparound Coordinator	1.00	12/15/2012	33	Great Falls	Screening	
	69111706	Regional Program Officer	1.00	2/13/2012	335	Helena	Filled	Start Date 01/28/13
	69111708	Budget Analyst	1.00	12/29/2012	19	Helena	Screening	
	69111712	Qualitative Data Analyst	1.00	5/19/2012	239	Helena	Filled	Start Date 01/28/13
	69111713	Clinical Supervisor	1.00	1/28/2012	350	Helena	Filled	Start Date 01/28/13
	69151112	Medical Health Services Mgr	1.00	11/3/2012	75	Boulder		
	69151186	Cook	1.00	4/7/2012	281	Boulder	Filled	Offered and accepted
	69151192	Food Preparation Worker	1.00	5/5/2012	253	Boulder	Filled	Offered and accepted
	69151200	Custodian	1.00	12/3/2012	45	Boulder	Filled	Offered and accepted
	69151257	Maintenance Worker	1.00	10/8/2011	460	Boulder	Filled	Offered and accepted
	69151362	Qualified M Retardation Prof	1.00	4/7/2012	281	Boulder	Recruiting	
	69151431	Speech Pathologist	1.00	12/1/2012	47	Boulder		
	69151512	LPN	1.00	9/22/2012	116	Boulder		

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	69151517	LPN	1.00	8/11/2012	157	Boulder		
	69151518	Occupational Therapist	1.00	2/25/2012	323	Boulder	Recruiting	
	69151576	Treatment & Program Spec	1.00	6/30/2012	198	Boulder	Screening	
	69151661	Shift Manager	1.00	1/19/2013	-1	Boulder		
	69151698	Psychiatric Aide	1.00	12/22/2012	26	Boulder		
	69151760	Psychiatric Aide	1.00	1/12/2013	6	Boulder		
	69151843	Treatment & Prog Specialist	1.00	12/1/2012	47	Boulder	Filled	
	69190086	Child Protection Specialist	1.00	8/25/2012	143	Boulder	Recruiting	
	69195101	Food Service Worker	0.19	1/1/2011	737	Boulder	Filled	Offered and accepted
	69114112	Quality Improvement Spec	1.00	10/20/2012	88	Missoula	Screening	
	69114182	Quality Improvement Spec	1.00	12/29/2012	19	Helena		
	69114388	DD Case Manager	1.00	6/30/2012	198	Helena	Screening	
	69114481	Quality Improvement Specialist	1.00	9/8/2012	130	Billings	Recruiting	
	69114496	DD Case Manager	1.00	1/12/2013	6	Billings		
	69114673	Rehabilitation Counselor	1.00	11/3/2012	75	Helena		
			27.19	**Total FTE**				
Health Resources Division								
	69111709	Financial Specialist	1.00	11/17/2012	61	Helena		
	69111725	Financial Specialist	1.00	7/28/2012	170	Helena	Screening	
	69111727	Financial Specialist	1.00	1/14/2012	364	Helena	Initial	
	69104910	Program Specialist	1.00	10/22/2011	446	Helena		On hold pending workload evaluation
	69111759	HMK Financial Specialist	1.00	3/10/2012	308	Helena		On hold pending workload evaluation
	69111764	Compliance Specialist	1.00	7/1/2011	557	Helena		On hold pending workload evaluation
	69111722	Program Officer	1.00	4/21/2012	267	Helena		On hold pending workload evaluation
	69107025	Administrative Specialist	1.00	7/16/2011	542	Helena		On hold pending workload evaluation
	69111720	Team Care Nurse	1.00	1/12/2013	6	Helena		
	69107042	Program Officer	1.00	6/7/2012	221	Helena	Screening	Offered
	69111734	Pharmacy Assistance Sect Sup	1.00	7/14/2012	184	Helena		On hold pending workload evaluation
			11.00	**Total FTE**				
Medicaid and Health Service Mgt								
	69107011	Senior Medicaid Policy Manager	1.00	11/19/2012	59	Helena		
			1.00	**Total FTE**				
Senior and Long Term Care								
	69100265	Administrative Officer	1.00	12/29/2012	19	Helena		
	69161611	Administrative Officer	1.00	10/8/2011	460	Helena	Filled	Start date 02/01/13
	69100236	Adult Protection Specialist	0.75	3/10/2012	308	Glasgow/Wolf Po	Recruiting	
	69100351	Regional Supervisor	1.00	1/12/2013	6	Great Falls	Screening	
	69122004	Adult Protection Specialist	1.00	10/6/2012	102	Wolf Point	Recruiting	
	69122333	Adult Protection Specialist	1.00	12/31/2012	18	Kalispell	Recruiting	
	69161010	Occupationl Health Safety Spc	1.00	7/1/2011	557	Columbia Falls		
			6.75	**Total FTE**				
Addictive and Mental Disorders Division								
	69131745	Behav Hlth Prog Facilitator	1.00	12/17/2012	31	Helena		
	69132055	Office Manager	1.00	11/17/2012	61	Helena	Screening	
	69133007	Registered Nurse Supervisor	1.00	12/17/2011	391	Lewistown	Screening	
	69133008	Registered Nurse	1.00	9/8/2012	130	Lewistown	Screening	
	69133128	Registered Nurse	1.00	7/14/2012	184	Lewistown	Screening	
	69133077	Certified Nurses' Aide	1.00	7/28/2012	170	Lewistown	Screening	
	69133083	Certified Nurses' Aide	1.00	1/12/2013	6	Lewistown	Screening	
	69133142	Certified Nurses' Aide	1.00	1/12/2013	6	Lewistown	Screening	
	69133028	Cook	1.00	12/29/2012	19	Lewistown	Screening	
	69133135	Custodian	1.00	1/12/2013	6	Lewistown	Screening	
	69133181	Custodian	0.50	6/16/2012	212	Lewistown	Screening	

MONTANA DPHHS

Healthy People. Healthy Communities.

Department of Public Health & Human Services

Recruiting Status Definitions:

Initial - The request to fill has been submitted however, the position is not yet advertised.

Recruiting - The position is currently advertised.

Screening - The process of screening applicants, interviewing, reference checks, etc.

Filled - An employment offer has been made and accepted. SABHRS HR data, does not yet reflect the hire.

HB 2 Reg Vacant FTE as of 1-18-13

Division	Position	Descr	FTE	Vacancy Date	Days Vacant	Location	Recruiting Status	Additional Information
	69133183	Maintenance Worker	1.00	12/1/2012	47	Lewistown	Screening	
	69141004	Program Officer	1.00	8/11/2012	157	Helena	Screening	
	69131768	Nurse Practitioner	1.00	7/1/2011	557	Butte	Recruiting	
	69142311	Corrections&Social Svc Sup/Mgr	1.00	11/17/2012	61	Butte	Screening	
	69131769	Registered Nurse	1.00	7/1/2011	557	Butte	Screening	Hiring
	69142015	Registered Nurse	1.00	5/23/2011	595	Butte	Screening	Hiring #1
not 6/8 vacant	69142035	LPN	1.00	3/26/2011	652	Butte		Fill New Building #2
	69142230	LPN	1.00	1/15/2011	723	Butte		Fill New Building
	69142277	LPN	1.00	8/25/2012	143	Butte	Screening	
	69131757	Substance Abuse Counselor	1.00	11/8/2011	430	Butte	Screening	Recruiting under 93401 #3
	69142266	Substance Abuse Counselor	1.00	4/23/2011	625	Butte		No plan to fill #4
	69142281	Psychiatric Aide	1.00	4/25/2011	623	Butte		Fill New Building
	69142306	Substance Abuse Counselor	1.00	8/13/2011	515	Butte		No plan to fill #5
	69142349	Psychiatric Aide	1.00	12/1/2012	47	Butte	Screening	
	69142107	Medical Records Technician	1.00	5/7/2011	611	Butte		Fill New Building #6
	69142262	Human Resource Specialist	1.00	12/1/2012	47	Butte	Screening	
	69131040	Computer Application Engineer	1.00	12/29/2012	19	Helena	Recruiting	
	69131704	Community Program Officer	1.00	11/17/2012	61	Anaconda	Screening	
	69131762	Clinical Program Manager	1.00	12/15/2012	33	Helena	Screening	
	69141011	Program Officer	1.00	8/27/2011	501	Helena		Position description being updated #7
	69131765	Director of Clinical Services	1.00	8/31/2012	138	Warm Springs	Screening	
	69131741	Custodian/Laundry Worker	1.00	12/29/2012	19	Warm Springs	Filled	Start date 01/26/13 #8
	69132134	Nurse Practitioner (APRN)	1.00	8/27/2011	501	Warm Springs	Screening	
	69132180	Physician Assistant	0.10	6/2/2012	226	Warm Springs	Recruiting	
	69132234	Psychiatrist	1.00	5/19/2012	239	Warm Springs	Recruiting	
	69132685	Psychiatrist	1.00	4/23/2012	265	Warm Springs	Recruiting	
	69132800	Nurse Practitioner	1.00	9/22/2012	116	Warm Springs	Recruiting	#10
	69132565	Forensic Psychologist	1.00	12/31/2011	378	Warm Springs	Recruiting	Difficult recruitment due to the specialization and certification requirements.
	69132567	Forensic Psychologist	1.00	5/5/2012	253	Warm Springs	Recruiting	Difficult recruitment due to the specialization and certification requirements.
	69132910	Unit Treatment Specialist	1.00	12/1/2012	47	Warm Springs	Recruiting	
	69132555	Psychiatric Social Worker	1.00	7/28/2012	170	Warm Springs	Filled	Start date 02/04/13
	69132380	Educational Therapist	1.00	1/12/2013	6	Warm Springs		Position description being updated
	69132386	Educational Therapist	1.00	8/11/2012	157	Warm Springs		Position description being updated
	69131707	Psychiatric Nurse	1.00	11/3/2012	75	Warm Springs	Initial	
	69131708	Psychiatric Nurse	1.00	12/15/2012	33	Warm Springs	Initial	
	69132460	Psychiatric Nurse	0.85	11/17/2012	61	Warm Springs		
	69132676	Psychiatric Nurse	1.00	12/15/2012	33	Warm Springs		
	69132248	Staff Development Coordinator	1.00	11/3/2012	75	Helena	Recruiting	
	69132418	Psychiatric Technician	1.00	12/15/2012	33	Warm Springs	Filled	Offered
	69132476	Psychiatric Technician	1.00	12/29/2012	19	Warm Springs	Filled	Offered
	69132485	Psychiatric Technician	1.00	12/29/2012	19	Warm Springs	Filled	Offered
	69132734	Psychiatric Technician	1.00	7/28/2012	170	Warm Springs	Filled	Offered
	69132775	Psychiatric Technician	1.00	11/3/2012	75	Warm Springs	Filled	Offered
	69132812	Psychiatric Technician	1.00	8/25/2012	143	Warm Springs		#11
	69132820	Psychiatric Technician	1.00	12/29/2012	19	Warm Springs		
	69132305	Medical Records Director	1.00	7/30/2011	528	Warm Springs	Recruiting	Difficult recruitment,MSH is looking at a training assignment
	69132170	Electrician	1.00	11/17/2012	61	Warm Springs		
	69131737	Cook/Chill Technician	1.00	9/22/2012	116	Warm Springs	Screening	Start date 02/09/13
	69132069	Lead Cook-Chill Technician	1.00	10/20/2012	88	Warm Springs	Screening	Start date 02/09/13
			58.45	Total FTE				
			267.34	Agency FTE				