



Voice/TDD (540) 373-3223 | Fax (540) 371-3753

NOTICE

To: Personnel Committee: Susan Gayle, Linda Carter, Glenna Boerner, Claire Curcio, Sarah Ritchie, Greg Sokolowski

From: Joseph Wickens
Executive Director

Subject: Personnel Committee Meeting
January 10, 2023, 12:30 PM
600 Jackson Street, Board Room 208. Fredericksburg, VA

Date: January 5, 2023

A Personnel Committee meeting has been scheduled for Tuesday, January 10, 2023 at 12:30 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on January 10 at 12:30 PM.

Cc: Susan Gayle, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

Personnel Committee Meeting

January 10, 2023—1 p.m.

600 Jackson Street, Room 208 Fredericksburg, VA 22401

Agenda

I.	December Retention Report, <i>Runyon</i>	3
II.	December EEO Report, <i>Runyon</i>	6
III.	Other Business, <i>Gayle</i>	



MEMORANDUM

To: Joe Wickens, Executive Director

From: Michelle Runyon, Human Resources Director

Date: January 4, 2023

Re: Summary – Retention Report – **December 2022**

Human Resources processed a total of 2 employee separations for the month of **December**, 2022. One of the separations were voluntary and was a termination. Both of the employees were full-time.

The one resignation was submitted due to other employment and one employee was terminated.

According to the attached report, the Retention Rate for **December** was 99.67% and the turnover rate was .33%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT

Dec-22

ORGANIZATIONAL UNIT	NUMBER OF TERMS	VOLUNTARY	INVOLUNTARY	EXPLANATION
Administrative	0	0		
Unit Totals	0	0	0	
Clinical Services	0	1	0	Other Employment
	0	0	0	
Unit Totals	0	0	0	
Community Support Services				
	1	0	1	Termination
	0	0	0	
	0	0	0	
Unit Totals	1	0	1	
Grand Totals for the Month	1	0	1	1 Retirement - didn't count in turnover rate

Total Employees for the Month	600
Retention Rate	99.67%
Turnover Rate	0.33%

Total Separations	2
Part-time Separations	0.00%
Full-time Separations	100.00%

RACSB Turnover 2018

Employees	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 Year End
Average Total Positions	615	615	615	615	615	615	615	615	615	615	615	615	615
Monthly Terminations*	11	12	15	7	7	11	12	9	13	6	6	7	9
Turnover by Month YTD	1.79%	1.95%	2.44%	1.14%	1.79%	1.95%	1.46%	2.11%	0.98%	0.98%	1.14%	1.46%	19.19%
Cumulative Turnover YTD	0.16%	3.74%	6.18%	7.32%	9.11%	11.06%	12.52%	14.63%	15.61%	16.59%	17.72%	19.19%	19.19%
Average % Turnover per Month YTD	0.16%	1.87%	2.06%	1.83%	1.82%	1.84%	1.79%	1.83%	1.73%	1.66%	1.61%	1.60%	1.60%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2019

Employees	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019 Year End
Average Total Positions	616	616	616	616	616	616	616	616	616	616	616	616	616
Monthly Terminations*	8	6	8	18	9	5	10	17	14	7	6	4	112
Turnover by Month YTD	1.30%	0.97%	1.30%	2.92%	1.46%	0.81%	1.62%	2.76%	2.27%	1.14%	0.97%	0.65%	18.18%
Cumulative Turnover YTD	0.16%	2.27%	3.57%	6.49%	7.95%	8.77%	10.39%	13.15%	15.42%	16.56%	17.53%	18.18%	18.18%
Average % Turnover per Month YTD	0.16%	1.14%	1.19%	1.62%	1.59%	1.45%	1.48%	1.64%	1.71%	1.66%	1.59%	1.52%	1.52%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2020

Employees	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Year End
Average Total Positions	624	624	624	624	624	624	624	624	624	624	624	624	624
Monthly Terminations*	8	3	10	7	4	7	11	16	11	17	12	6	112
Turnover by Month YTD	1.28%	0.48%	1.60%	1.12%	0.64%	1.12%	1.76%	2.56%	1.76%	2.72%	1.92%	0.96%	17.95%
Cumulative Turnover YTD	0.16%	1.76%	3.37%	4.49%	5.13%	6.25%	8.01%	10.58%	12.34%	15.06%	16.99%	17.95%	17.95%
Average % Turnover per Month YTD	0.16%	0.88%	1.12%	1.12%	1.03%	1.04%	1.34%	1.32%	1.37%	1.51%	1.54%	1.50%	1.50%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2021

Employees	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021 Year End
Average Total Positions	601	601	601	601	601	601	601	601	601	601	601	601	601
Monthly Terminations*	10	4	6	13	13	13	13	13	6	13	11	15	128
Turnover by Month YTD	1.66%	0.67%	1.00%	2.16%	2.16%	2.16%	2.16%	2.16%	1.00%	2.16%	1.83%	2.50%	21.30%
Cumulative Turnover YTD	0.17%	2.33%	3.33%	5.49%	7.65%	9.81%	11.97%	14.13%	15.13%	16.96%	18.79%	21.29%	21.29%
Average % Turnover per Month YTD	0.17%	1.16%	1.11%	1.37%	1.53%	1.64%	1.71%	1.62%	1.68%	1.70%	1.71%	1.94%	1.94%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2022

Employees	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 Year End
Average Total Positions	600	600	600	600	600	600	600	600	600	600	600	600	600
Average Number of PRN's	43	43	42	41	39	38	38	43	42	42	45	45	42
Monthly Terminations*	11	13	11	7	8	16	17	13	13	9	5	2	125
Turnover by Month YTD	1.83%	2.17%	1.83%	1.17%	1.33%	2.67%	2.83%	2.17%	2.17%	1.50%	0.83%	0.33%	20.83%
Cumulative Turnover YTD	0.17%	4.00%	5.83%	7.00%	8.33%	11.00%	13.83%	16.00%	18.17%	19.67%	20.50%	20.83%	20.83%
Average % Turnover per Month YTD	0.17%	2.00%	1.94%	1.75%	1.67%	1.83%	1.98%	2.00%	2.02%	2.19%	2.05%	1.89%	1.89%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers



Office of Human Resources
600 Jackson Street • Fredericksburg, VA 22401 • 540-373-3223
RappahannockAreaCSB.org

MEMORANDUM

To: Joe Wickens, Executive Director

From: Teresa McDonnell, Human Resources Specialist

Date: January 3, 2023

Re: Summary – December 2022 EEO Report and Recruitment Update

RACSB received **71** applications through December 31, 2022. This is an **increase** of **26.8%** compared to the month of November 2022, and a **decrease** of **25.3%** when compared to the month of December 2021.

RACSB received **771** resumes and advertised **21** positions through Indeed for **December 2022**.

Of the applications received, 27 applicants listed the RACSB applicant website as their recruitment source, 22 stated employee referrals as their recruitment source, and 16 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **128** open positions. New positions account for **7** of the open positions.

A summary is attached indicating external applicants hired, internal applicants moved, and actual number of applicants applying for positions in the month of **December 2022**.

EEO Report 2022

APPLICANT DATA		Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Female		45	41	46	35	24	31	45	30	41	35	29	25	22
Male		7	8	7	11	3	13	11	9	11	12	4	2	8
Not Supplied		43	27	33	26	30	25	33	44	38	36	35	29	41
Total		95	76	86	72	57	69	89	83	90	83	68	56	71
ETHNICITY														
Caucasian		28	31	25	13	13	22	30	19	30	28	14	17	9
African American		20	15	20	27	16	17	24	17	18	19	16	7	19
Hispanic		9	7	6	5	5	5	3	4	5	2	5	1	2
Asian			2	3		1	1			1		1	2	1
American Indian		1		2	1		1	1	1		1	1		
Native Hawaiian														
Two or More Races														
RECRUITMENT SOURCE														
Newspaper Ads			1									1		4
RACSB Website	39	36	32	32	33	27	28	39	28	31	28	26	25	27
RACSB Intranet	1	2	7	7	5	2	5	7	3	6	6	2	1	2
Employee Referrals	34	18	32	32	15	23	18	30	29	30	27	23	19	22
Radio Ads					1		1			4			1	
Indeed.com	20	20	7	7	17	9	11	15	11	13	24	13	9	16
VA Employment Commission	1	3	2	2	3	2	7	2	2	1			2	4
Monster.com														
Other -		1	8	8	3		3	4	5	2	2	2	2	2
Colleges/Handshake								1						
Facebook														
Multi Site Search								1	1	2	2			
NHSC														
Linked In										1				
Goodwill referral														
Zip Recruiter											1	3	1	
Job Fair				2	1			1			2		2	2
Total # of Applicants	68	62	65	59	47	52	77	59	72	64	57	42	60	60

Analytics summary: jobs and campaigns

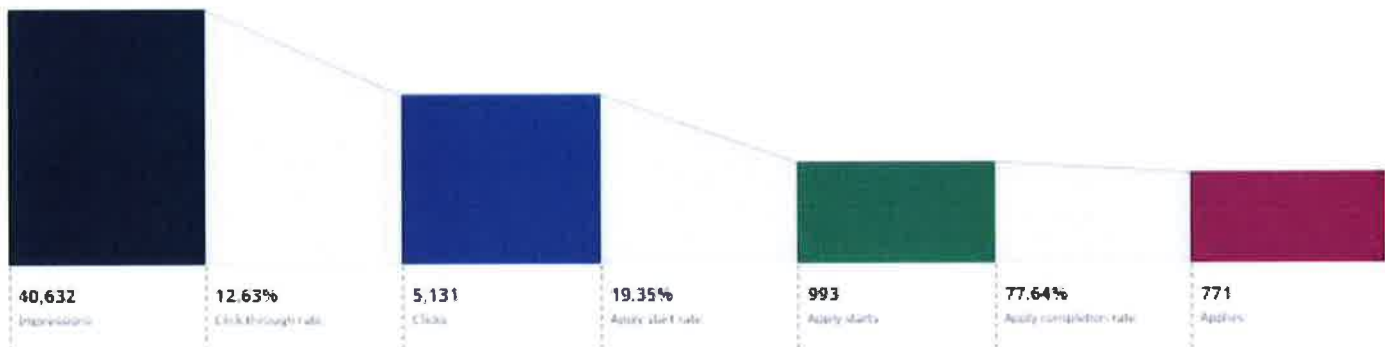
Summary Detailed report

Is this page helpful?

Traffic: Estimated 121 jobs

Filter Data

Performance funnel



Cost summary

\$16,488.15
Total cost for period**\$3.21** avg
Cost per click

Your job with the **highest cost per click** is: Mental Health Nurse, LTRNHS - Crisis Stabilization in Fredericksburg, Virginia (\$16.38). Your job with the **lowest cost per click** is: Developmental Services Support Coordinator in Fredericksburg, Virginia (\$1.20).

\$16.60 avg
Cost per apply start

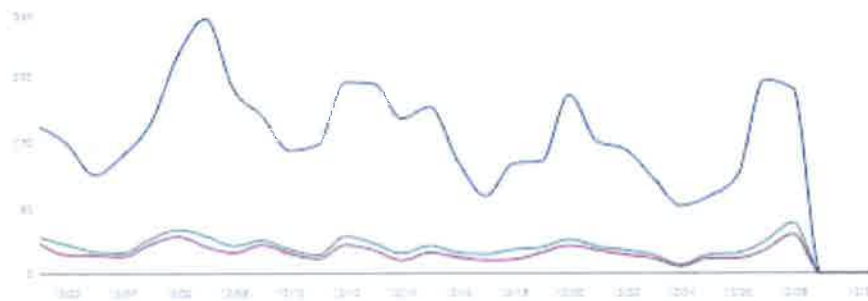
Your job with the **highest cost per apply start** is: Emergency Services Supervisor in Fredericksburg, Virginia (\$164.34). Your job with the **lowest cost per apply start** is: Mental Health/Substance Abuse Therapist - Outpatient in Fredericksburg, Virginia (\$5.07).

\$21.39 avg
Cost per apply

Your job with the **highest cost per apply** is: Emergency Services Supervisor in Fredericksburg, Virginia (\$225.98). Your job with the **lowest cost per apply** is: Mental Health/Substance Abuse Therapist - Outpatient in Fredericksburg, Virginia (\$5.87).

Engagement summary

Clicks Apply starts Applies



Desktop vs. mobile clicks

For the selected time period, your jobs received 146% more clicks on desktop than mobile.



Open Positions Report -December 30, 2022						
Date Posted	Position No.	Position Title	Location	RU	Full-time/ Part-time	
8/20/2021	236-2021	ADMIN	Utilization Review Specialist	Fredericksburg	1000	FT
5/27/2022	127-2022	ADMIN	Property Maintenance Technician	Fredericksburg	1000	FT
8/8/2022	210-2022	ADMIN	Lead Landscape Technician	Fredericksburg	1000	FT
8/11/2022	216-2022	ADMIN	Landscape Technician I	Fredericksburg	1000	PT
				4		
1/10/2022	003-2022	CLINICAL	Psychiatrist	Fredericksburg		FT
10/17/2022	276-2022	CLINICAL	Office Associate II	Spotsylvania	1100	FT
5/12/2022	115-2022	CLINICAL	Office Associate II	Fredericksburg	1000	FT
7/20/2022	183-2022	CLINICAL	Emergency Services Therapist - Overnight	Fredericksburg	2000/4000	FT
6/9/2021	123-2021	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg	2070	FT
9/20/2021	265-2021	CLINICAL	Peer Recovery Specialist MH	Fredericksburg	2200	FT
1/11/2022	005-2022	CLINICAL	Clinical Outreach Therapist	Fredericksburg	2220	FT
1/28/2022	030-2022	CLINICAL	MH Therapist (Jail Based)	RRJ Stafford	2200-4200/6430	FT
9/27/2022	246-2022	CLINICAL	MH Nurse - LPN/RN	Outpatient Clinics	2201	FT
6/1/2022	125-2022	CLINICAL	MH Therapist	Caroline	2210	FT
11/18/2022	298-2022	CLINICAL	MH/SA Outpatient Therapist	Caroline	2210	FT
12/27/2022	323-2022	CLINICAL	Office Manager I	Caroline	2210	FT
3/30/2022	093-2022	CLINICAL	School Based Therapist	Spotsylvania	2240	FT
4/15/2022	107-2022	CLINICAL	MH Outpatient Therapist	Spotsylvania	2240	FT
8/23/2022	230-2022	CLINICAL	Clinic Coordinator II	Stafford	2200/4200	FT
1/28/2022	029-2022	CLINICAL	MH Therapist	Stafford	2250/6430	FT
8/22/2022	227-2022	CLINICAL	Child/Adolescent Therapist	Stafford	2200/6430	FT
6/29/2020	092-2020	CLINICAL	Peer Specialist (Adult MH C. Mgmt)	Fredericksburg	2400	FT
4/15/2022	106-2022	CLINICAL	Child/Adolescent Therapist (Safe Harbour)	Spotsylvania	2400	FT
8/30/2022	236-2022	CLINICAL	Adult MH Case Manager	Fredericksburg	2400	FT
11/2/2022	294-2022	CLINICAL	Adult MH Care Coordinator	Fredericksburg	2400	FT
9/21/2021	199-2021	CLINICAL	Family Support Peer	Spotsylvania	2500	PT
7/8/2022	172-2022	CLINICAL	Child/Adolescent MH Case Manager	Stafford	2500	FT
8/30/2022	240-2022	CLINICAL	Senior Child & Adolescent Case Manager	Stafford	2500	FT
7/23/2021	200-2021	CLINICAL	Therapist/Office On Youth	Fredericksburg	4200	PT/FT
6/22/2022	152-2022	CLINICAL	Substance Abuse Therapist (Jail Based)	RRJ Stafford	4200	FT
12/1/2022	306-2022	CLINICAL	Substance Abuse Therapist (P&P)	RRJ Stafford	4200	FT
7/13/2021	174-2021	CLINICAL	S. A. Therapist	Fredericksburg	4220	FT
3/30/2022	092-2022	CLINICAL	S.A. Therapist, Women's Services	Spotsylvania	4220	FT
9/1/2020	146-2020	CLINICAL	S. A. Therapist	Spotsylvania	4240	FT
1/26/2021	350-2021	CLINICAL	SA Therapist, Women's Services	Fredericksburg	4260	FT
4/28/2021	083-2021	CLINICAL	MH/SA Therapist - Detention Based	RRJ	4290	FT
7/29/2022	206-2022	CLINICAL	MH/SA Therapist - Detention Based	RRJ	4290	FT
3/24/2021	056-2021	CLINICAL	SA Therapist/Case Manager	Fredericksburg	4296	FT
8/11/2022	217-2022	CLINICAL	Project LINK Specialist, SUD	RC	4970	FT
8/6/2021	221-2021	CLINICAL	MH Therapist (Intakes)	Fredericksburg	6430	FT
				36		
6/10/2022	148-2022	CSS	Nurse Manager - RN	Crisis Stabilization	2770	FT
7/15/2022	182-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
9/9/2022	231-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
9/13/2022	253-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
12/28/2022	321-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
9/13/2022	256-2022	CSS	MH Residential Specialist	Crisis Stabilization	2770	FT
12/28/2022	322-2022	CSS	MH Residential Specialist	Crisis Stabilization	2770	FT
12/1/2022	303-2022	CSS	Cook	Crisis Stabilization	2770	FT
12/28/2022	320-2022	CSS	Peer Recovery Specialist	Crisis Stabilization	2770	FT
				9		
12/28/2022	318-2022	CSS	Psychoosocial Advocate	Kenmore Club	2680	FT
6/10/2022	150-2022	CSS	MH Supv Apartment Asst. Mgr	Lafayette	2786	FT
10/13/2022	277-2022	CSS	MH Residential Counselor	Lafayette	2786	FT
12/21/2021	345-2021	CSS	MH Residential Counselor	Lafayette	2786	PT
11/17/2021	313-2021	CSS	MH Residential Counselor II	Home Rd	2778	FT
8/12/2022	220-2022	CSS	MH Residential Counselor II	Home Rd	2778	FT
7/11/2022	170-2022	CSS	MH Residential Counselor I	Home Rd	2778	FT
9/29/2022	273-2022	CSS	Peer Specialist III - ACT	401 Bridgewater	2372	FT
12/1/2022	305-2022	CSS	Office Associate II - ACT South	401 Bridgewater	2372	FT
4/26/2022	109-2022	CSS	PSH Case Manager	401 Bridgewater	2760	FT
12/13/2022	313-2022	CSS	PSH Peer Specialist	401 Bridgewater	2760	FT
8/30/2022	242-2022	CSS	Developmental Svcs Support Coordinator	Caroline	3400	FT
8/30/2022	241-2022	CSS	Developmental Svcs Support Coordinator	Spotsylvania	3400	FT
3/21/2022	077-2022	CSS	Developmental Svcs Support Coordinator	Stafford	3400	FT
5/24/2022	129-2022	CSS	Developmental Svcs Support Coordinator	Stafford	3400	FT

Date Posted	Position No.		Position Title	Location	RU	Full-time/Part-time
8/17/2022	226-2022	CSS	Infant/Child Support Coordinaor	PEID	3500	FT
8/1/2022	309-2021	CSS	Speech/Language Pathologist	PEID	3910	FT
					17	
7/11/2022	177-2022	CSS	Office Associate II	RAAI KH	RAAI Split	PT
1/22/2022	020-2022	CSS	Direct Support Professional - Day Support	RAAI Caroline	3651	PT
12/29/2022	267-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	FT
6/24/2021	156-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
6/24/2021	158-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
6/24/2021	159-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
7/26/2021	196-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
2/9/2022	046-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
2/6/2022	308-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
9/15/2022	259-2022	CSS	Direct Support Professional - Day Support	RAAI Spotyslvania	3654	FT
9/27/2022	266-2022	CSS	Direct Support Professional - Day Support	RAAI Spotyslvania	3654	FT
12/6/2022	310-2022	CSS	Direct Support Professional - Day Support	RAAI Spotyslvania	3654	FT
8/10/2021	227-2021	CSS	Direct Support Professional - Day Support	RAAI Stafford	3655	PT
8/24/2022	234-2022	CSS	Direct Support Professional - Day Support	RAAI Stafford	3655	PT
7/11/2022	174-2022	CSS	Direct Support Professional - Day Support	RAAI ICF	3656	PT
					15	
3/21/2022	079-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
7/27/2020	115-2020	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT
5/4/2021	089-2021	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT
12/8/2020	218-2020	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT or PT
9/8/2022	247-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
12/6/2022	309-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
8/10/2022	213-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
7/12/2022	179-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	PT
10/31/2022	180-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
9/15/2022	261-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
10/13/2022	278-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
11/18/2022	295-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
8/27/2020	141-2020	CSS	ICF Nurse - LPN	ICF Ross	3792	PT
10/13/2022	279-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	FT
12/13/2022	314-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	FT
5/25/2022	126-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	PT
11/1/2022	292-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	PT
11/9/2020	196-2020	CSS	ICF Nurse - LPN	ICF Lucas	3793	FT
					18	
12/6/2022	311-2022	CSS	Assistant Group Home Manager	Leeland Road	3772	FT
8/30/2022	244-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	PT
10/13/2022	275-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	PT
10/14/2022	285-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	FT
11/18/2022	300-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	FT
7/18/2022	187-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT
7/18/2022	188-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT
8/10/2022	211-2022	CSS	Direct Support Professional - Residential	Devon Drive	3774	PT
2/18/2022	056-2022	CSS	Direct Support Professional - Residential	Ruffins Pond	3775	PT
7/29/2022	203-2022	CSS	Direct Support Professional - Residential	Piedmont	3776	FT
10/30/2022	289-2022	CSS	Direct Support Professional - Residential	Piedmont	3776	FT
12/6/2022	312-2022	CSS	Group Home Manager	Igo Rd	3777	FT
6/15/2022	153-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	PT
6/3/2022	078-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	PT
11/14/2022	293-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	FT
12/28/2022	319-2022	CSS	Direct Support Professional - Residential	New Hope	3778	FT
1/26/2022	026-2022	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	PT
9/10/2021	102-2021	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	PT
10/30/2022	290-2022	CSS	Direct Support Professional - Residential	Belmont SAP	3781	FT
4/29/2022	111-2022	CSS	Direct Support Professional - Residential	Belmont SAP	3781	PT
4/20/2022	105-2022	CSS	Direct Support Professional - Residential	Merchants Square SAP	3784	PT
12/6/2022	307-2022	CSS	Direct Support Professional - Residential	Galveston Rd	3790	FT
6/23/2022	178-2021	CSS	Direct Support Professional - Residential	Galveston Rd	3790	PT
12/29/2021	348-2021	CSS	Direct Support Professional - Residential	Churchill	3791	PT
5/3/2022	112-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT
7/20/2022	189-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT
9/30/2022	270-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT
9/29/2022	271-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	PT
9/29/2022	274-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	PT
					29	
Positions on Hold						
3/29/2021	058-2021	ADMIN	Administration Office Support	Fredericksburg	1000	FT

Date Posted	Position No.		Position Title	Location	RU	Full-time/Part-time
8/17/2022	225-2022	CSS	Infant/Child Support Coordinaor	PEID	3500	FT
8/1/2022	309-2021	CSS	Speech/Language Pathologist	PEID	3910	FT
					17	
7/11/2022	177-2022	CSS	Office Associate II	RAAI KH	RAAI Split	PT
1/22/2022	020-2022	CSS	Direct Support Professional - Day Support	RAAI Caroline	3651	PT
12/29/2022	267-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	FT
6/24/2021	156-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
6/24/2021	158-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
6/24/2021	159-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
7/26/2021	196-2021	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
2/9/2022	046-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
2/6/2022	308-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	PT
9/15/2022	259-2022	CSS	Direct Support Professional - Day Support	RAAI Spotyslvania	3654	FT
9/27/2022	266-2022	CSS	Direct Support Professional - Day Support	RAAI Spotyslvania	3654	FT
12/6/2022	310-2022	CSS	Direct Support Professional - Day Support	RAAI Spotyslvania	3654	FT
8/10/2021	227-2021	CSS	Direct Support Professional - Day Support	RAAI Stafford	3655	PT
8/24/2022	234-2022	CSS	Direct Support Professional - Day Support	RAAI Stafford	3655	PT
7/11/2022	174-2022	CSS	Direct Support Professional - Day Support	RAAI ICF	3656	PT
					15	
3/21/2022	079-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
7/27/2020	115-2020	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT
5/4/2021	089-2021	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT
12/8/2020	218-2020	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT or PT
9/8/2022	247-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
12/6/2022	309-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	FT
8/10/2022	213-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	PT
7/12/2022	179-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	PT
10/31/2022	180-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
9/15/2022	261-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
10/13/2022	278-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
11/18/2022	295-2022	CSS	Direct Support Professional - ICF	ICF Ross	3792	FT
8/27/2020	141-2020	CSS	ICF Nurse - LPN	ICF Ross	3792	PT
10/13/2022	279-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	FT
12/13/2022	314-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	FT
5/25/2022	126-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	PT
11/1/2022	292-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	PT
11/9/2020	196-2020	CSS	ICF Nurse - LPN	ICF Lucas	3793	FT
					18	
12/6/2022	311-2022	CSS	Assistant Group Home Manager	Leeland Road	3772	FT
8/30/2022	244-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	PT
10/13/2022	275-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	PT
10/14/2022	285-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	FT
11/18/2022	300-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	FT
7/18/2022	187-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT
7/18/2022	188-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT
8/10/2022	211-2022	CSS	Direct Support Professional - Residential	Devon Drive	3774	PT
2/18/2022	056-2022	CSS	Direct Support Professional - Residential	Ruffins Pond	3775	PT
7/29/2021	203-2022	CSS	Direct Support Professional - Residential	Piedmont	3776	FT
10/30/2022	289-2022	CSS	Direct Support Professional - Residential	Piedmont	3776	FT
12/6/2022	312-2022	CSS	Group Home Manager	Igo Rd	3777	FT
6/15/2022	153-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	PT
6/3/2022	078-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	PT
11/14/2022	293-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	FT
12/28/2022	319-2022	CSS	Direct Support Professional - Residential	New Hope	3778	FT
1/26/2022	026-2022	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	PT
9/10/2021	102-2021	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	PT
10/30/2022	290-2022	CSS	Direct Support Professional - Residential	Belmont SAP	3781	FT
4/29/2022	111-2022	CSS	Direct Support Professional - Residential	Belmont SAP	3781	PT
4/20/2022	105-2022	CSS	Direct Support Professional - Residential	Merchants Square SAP	3784	PT
12/6/2022	307-2022	CSS	Direct Support Professional - Residential	Galveston Rd	3790	FT
6/23/2022	178-2021	CSS	Direct Support Professional - Residential	Galveston Rd	3790	PT
12/29/2021	348-2021	CSS	Direct Support Professional - Residential	Churchill	3791	PT
5/3/2022	112-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT
7/20/2022	189-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT
9/30/2022	270-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT
9/29/2022	271-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	PT
9/29/2022	274-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	PT
					29	
Positions on Hold						
3/29/2021	058-2021	ADMIN	Administration Office Support	Fredericksburg	1000	FT

Date	Position		Position			Full-time/ Part-time
Posted	No.		Title	Location	RU	
3/23/2020	066-2020	CLINICAL	Lead, ES Therapist	Fredericksburg	2000/4000	FT
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford	2250	FT
8/18/2020	127-2020	CLINICAL	Drug Court Surveillance Officer	Fredericksburg	4200	PT
9/15/2022	260-2022	CSS	Nurse Manager II	ID/DD	Split	FT
				Total Open Positions: 128		

RECRUITMENT REPORT 2022

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													
Part-time	8	8	2	1	6	6	2	8	1	2	4	2	50
Full-time	15	11	15	10	11	8	15	12	12	15	11	12	147
Sub Total External Applicants Hired	23	19	17	11	17	14	17	20	13	17	15	14	197
Internal Applicants Moved:													
Full-time to PRN As Needed	1	1	1		1	1	1	6	1	3	1	1	18
Full-time to Part-time									1		1		2
Part-time to PRN As Needed	1			1		1					2		5
Part-time to Full-time		1	2	1			1	1	1	1		1(intern)	8
PRN As Needed to Part-time													0
Lateral Transfer	1		6	3		1		2	1		1	1	16
Non-Lateral Change in Position			1		1		1			1	1		5
Promotion	4	6	2	5	6	3	6	6	2	6	3	2	51
Temporary to Regular													0
PRN As Needed to Full-Time							1	1		3			5
Temporary Promotion								1					1
Sub Total Internal Applicant Moves	7	8	12	10	8	6	10	17	6	14	9	5	112
Total Positions Filled:	30	27	29	21	25	20	27	37	19	31	24	19	309
Total Applications Received:													
Actual Total of Applicants:	62	65	59	47	52	77	59	72	83	57	42	60	735
Total External Offers Made:	20	16	19	6	15	14	19	16	8	21	14	15	183
Total Internal Offers Made:	8	11	13	11	3	11	12	20	6	13	8	5	121