



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

## NOTICE

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

**From:** Joseph Wickens  
Executive Director

**Subject:** Personnel Committee Meeting  
October 11, 2022, 1:00 PM  
600 Jackson Street, Board Room 208. Fredericksburg, VA

**Date:** October 5, 2022

A Personnel Committee meeting has been scheduled for Tuesday, October 11, 2022 at 1:00 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on October 11 at 1:00 PM.

Cc: Susan Gayle, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**Personnel Committee Meeting**

October 11, 2022—1 p.m.

600 Jackson Street, Room 208 Fredericksburg, VA 22401

**Agenda**

- I. September Retention Report, Runyon.....3
- II. September EEO Report, Runyon.....6
- III. Other Business, Gayle



## MEMORANDUM

To: Joe Wickens, Executive Director

From: Michelle Runyon, Human Resources Director

Date: October 5, 2022

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

Human Resources processed a total of **13** employee separations for the month of **September**, 2022. All of the separations were voluntary. Of the 13 employees, 1 was part-time and 12 were full-time.

Resignations were submitted due to other employment (6), resigned without notice (4), continuing education (1), moving (1) and personal/health reasons (1).

According to the attached report, the Retention Rate for **September** was 97.83% and the turnover rate was 2.17%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT  
Sep-22

<b>ORGANIZATIONAL UNIT</b>	<b>NUMBER OF TERMS</b>	<b>VOLUNTARY</b>	<b>INVOLUNTARY</b>	<b>EXPLANATION</b>
Administrative	1	1	0	Other Employment
<b>Unit Totals</b>	<b>1</b>	<b>1</b>	<b>0</b>	
Clinical Services	2	2	0	Other Employment
	1	1	0	Resigned Without Notice
<b>Unit Totals</b>	<b>3</b>	<b>3</b>	<b>0</b>	
Community Support Services				
	1	1	0	Health Reasons
	1	1	0	Return to School
	3	3	0	Other Employment
	3	3	0	Resigned Without Notice
	1	1	0	Moving
<b>Unit Totals</b>	<b>9</b>	<b>9</b>	<b>0</b>	
<b>Doesn't Count Towards Turnover Rate</b>	<b>4</b>	<b>4</b>	<b>0</b>	Didn't return from medical leave (2), Didn't finish NEO (1), PRN (1)
<b>Grand Totals for the Month</b>	<b>13</b>	<b>13</b>	<b>0</b>	

<b>Total Employees for the Month</b>	<b>600</b>
<b>Retention Rate</b>	<b>97.83%</b>
<b>Turnover Rate</b>	<b>2.17%</b>

<b>Total Separations</b>	<b>13</b>
<b>Part-time Separations</b>	<b>7.00%</b>
<b>Full-time Separations</b>	<b>93.00%</b>

**RACSB Turnover 2019**

<u>Employees</u>	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>2019 Year End</u>
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%	1.46%	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**

<u>Employees</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>	<u>2020 Year End</u>
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%	1.14%	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**

<u>Employees</u>	<u>Jan-21</u>	<u>Feb-21</u>	<u>Mar-21</u>	<u>Apr-21</u>	<u>May-21</u>	<u>Jun-21</u>	<u>Jul-21</u>	<u>Aug-21</u>	<u>Sep-21</u>	<u>Oct-21</u>	<u>Nov-21</u>	<u>Dec-21</u>	<u>2021 Year End</u>
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	6	13	11	11	15	128
Turnover by Month YTD	1.66%	0.67%	1.00%	2.16%	2.16%	2.16%	2.16%	1.00%	2.16%	1.83%	1.83%	2.50%	21.30%
Cumulative Turnover YTD	0.17%	2.33%	3.33%	5.49%	7.65%	9.81%	11.97%	12.97%	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**

<u>Employees</u>	<u>Jan-22</u>	<u>Feb-22</u>	<u>Mar-22</u>	<u>Apr-22</u>	<u>May-22</u>	<u>Jun-22</u>	<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>Oct-22</u>	<u>Nov-22</u>	<u>Dec-22</u>	<u>2022 Year End</u>
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				
Monthly Terminations*	11	13	11	7	8	16	17	13	13				109
Turnover by Month YTD	1.83%	2.17%	1.83%	1.17%	1.33%	2.67%	2.83%	2.17%	2.17%				18.17%
Cumulative Turnover YTD	0.17%	4.00%	5.83%	7.00%	8.33%	11.00%	13.83%	16.00%	18.17%				0.00%
Average % Turnover per Month YTD	0.17%	2.00%	1.94%	1.75%	1.67%	1.83%	1.98%	2.00%	2.02%				0.00%

\*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 McDonnel, Human Resources Specialist

Date: October 4, 2022

Re: Summary – September 2022 EEO Report and Recruitment Update

RACSB received **83** applications through September 30, 2022. This is a **decrease** of **7.78%** compared to the month of August 2022, and a **decrease** of **15.31%** when compared to the month of September 2021.

RACSB received **823** resumes and advertised **18** positions through Indeed for **August 2022**.

Of the applications received, 28 applicants listed the RACSB applicant website as their recruitment source, 27 stated employee referrals as their recruitment source, and 24 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **138** open positions. New positions account for **9** 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 **September 2022**.

## EEO Report 2022

<b>APPLICANT DATA</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep-22</b>
Female	60	83	43	45	41	46	35	24	31	45	30	41	35
Male	12	26	15	7	8	7	11	3	13	11	9	11	12
Not Supplied	26	73	61	43	27	33	26	30	25	33	44	38	36
<b>Total</b>	<b>98</b>	<b>182</b>	<b>119</b>	<b>95</b>	<b>76</b>	<b>86</b>	<b>72</b>	<b>57</b>	<b>69</b>	<b>89</b>	<b>83</b>	<b>90</b>	<b>83</b>
<b>ETHNICITY</b>													
Caucasian	30	69	29	28	31	25	13	13	22	30	19	30	28
African American	26	34	28	20	15	20	27	16	17	24	17	18	19
Hispanic	2	14	5	9	7	6	5	5	5	3	4	5	2
Asian	3	5	2		2	3		1	1			1	
American Indian		3	1	1		2	1		1	1	1		1
Native Hawaiian	1	1											
Two or More Races													
<b>RECRUITMENT SOURCE</b>													
Newspaper Ads					1								
RACSB Website	40	84	52	39	36	32	33	27	28	39	28	31	28
RACSB Intranet	1	7	3	1	2	7	5	2	5	7	3	6	6
Employee Referrals	31	47	31	34	18	32	15	23	18	30	29	30	27
Radio Ads							1		1			4	
Indeed.com	16	49	25	20	20	7	17	9	11	15	11	13	24
VA Employment Commission	4	4		1	3	2	3	2	7	2	2	1	
Monster.com													
Other -		4			1	8	3		3	4	5	2	2
Colleges/Handshake										1			
Facebook	1												
Multi Site Search	2									1	1	2	2
NHSC													
Linked In	1											1	
Goodwill referral													
Zip Recruiter	2		1										1
Job Fair	3	2	6			2	1			1			2
<b>Total # of Applicants</b>	<b>74</b>	<b>121</b>	<b>80</b>	<b>68</b>	<b>62</b>	<b>65</b>	<b>59</b>	<b>47</b>	<b>52</b>	<b>77</b>	<b>59</b>	<b>72</b>	<b>64</b>

# Rappahannock Area Community Services Board Overview

2022-09-01 – 2022-09-30

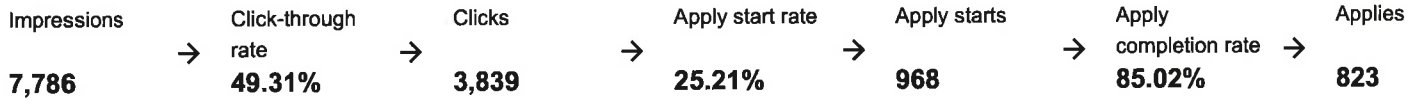
## Job performance summary

Performance of your jobs across Indeed

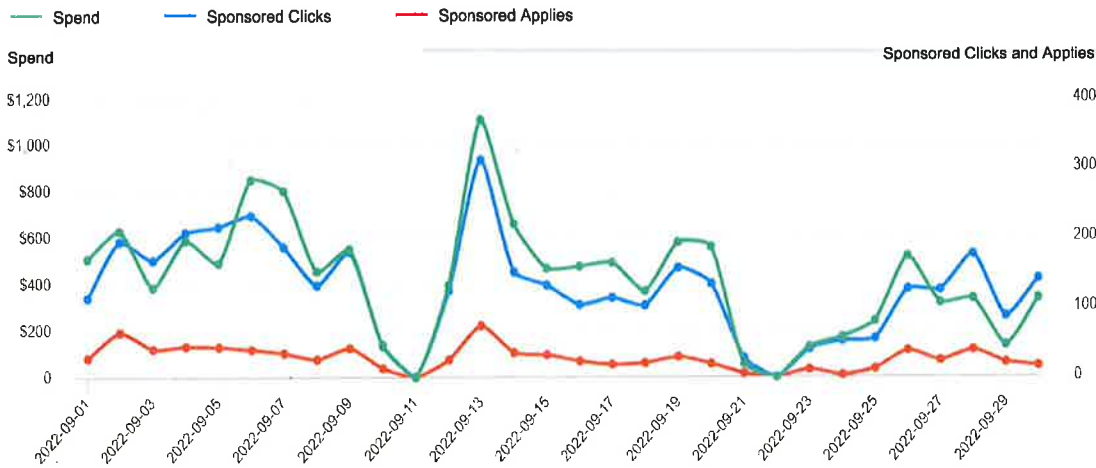
The data shown is all organic data and sponsored data for all cost-per-click campaigns

### Candidate behavior funnel

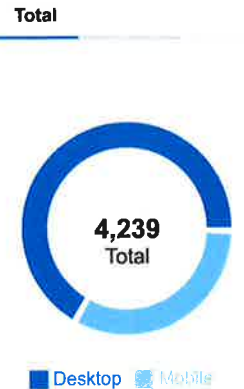
Sponsored



### Cost-per-click campaign performance



### Desktop vs mobile clicks



Total spend  
**\$12,767.14**

Cost per click (CPC)  
**\$3.33**

Cost per apply start  
**\$13.19**

Cost per apply (CPA)  
**\$15.51**

Desktop clicks  
**2,857**

Mobile clicks  
**1,382**

[View jobs dashboard](#)

[View jobs campaigns](#)

[View billing summary](#)

### Cost-per-application campaigns

Jobs  
**0**

Total spend  
**-**

Applies  
**0**

[Manage job postings](#)



Open Positions Report - September 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
5/12/2022	115-2022	ADMIN	Office Associate II	Fredericksburg		1000 FT
5/27/2022	127-2022	ADMIN	Property Maintenance Technician	Fredericksburg		1000 FT
7/20/2022	185-2022	ADMIN	IT Specialist (PC & Network Support)	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
8/16/2022	223-2022	ADMIN	Senior Compliance Specialist	Fredericksburg		1000 FT
9/27/2022	264-2022	ADMIN	Executive Assistant	Fredericksburg		1000 FT
				8		
1/10/2022	003-2022	CLINICAL	Psychiatrist	Fredericksburg		FT
9/27/2022	262-2022	CLINICAL	Office Associate II	Fredericksburg		1100 FT
7/20/2022	183-2022	CLINICAL	Emergency Services Therapist - Overnight	Fredericksburg	2000/4000	FT
7/22/2022	197-2022	CLINICAL	Emergency Services Therapist	Fredericksburg	2000/4000	FT
8/8/2022	212-2022	CLINICAL	MH/SA Therapist - Outpatient	Fredericksburg	2200/4200/6430	FT
6/9/2021	123-2021	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg	2070	FT
8/30/2022	245-2022	CLINICAL	Psychiatric Nurse Practitioner	Fredericksburg	2200	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
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
6/23/2022	164-2022	CLINICAL	Lead Peer Specialist	Fredericksburg	2400	FT
8/30/2022	236-2022	CLINICAL	Adult MH Case Manager	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
9/27/2022	265-2022	CLINICAL	Child/Adolescent Case Manager	Spotsylvania	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
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
8/8/2022	209-2022	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT
9/8/2022	248-2022	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	256-2022	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT
9/13/2022	253-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
				7		
8/26/2022	237-2022	CSS	MH Residential Asst. Coordinator	401 Bridgewater		Split FT
7/20/2022	190-2022	CSS	Psychoosocial Advocate	Kenmore Club		2680 FT
6/10/2022	150-2022	CSS	MH Supv Apartment Asst. Mgr	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
9/19/2022	257-2022	CSS	MH Residential Peer Specialist	Home Rd		2778 FT
6/2/2022	143-2022	CSS	MH Nurse - RN/LPN - ACT South	401 Bridgewater		2372 FT
9/29/2022	273-2022		Peer Specialist III - ACT	401 Bridgewater		2372 FT
4/26/2022	109-2022	CSS	PSH Case Manager	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
8/17/2022	226-2022	CSS	Infant/Child Support Coordinator	PEID		3500 FT
6/10/2022	144-2022	CSS	Early Childhood Special Educator	PEID		3910 FT
8/1/2022	309-2021	CSS	Speech/Language Pathologist	PEID		3910 FT
				18		
7/11/2022	177-2022	CSS	Office Associate II	RAAI KH		RAAI Split PT

Date Posted	Position No.	Position Title	Location	RU	Full-time/Part-time
8/17/2022	222-2022	CSS Direct Support Professional - Day Support	RAAI Caroline		3651 FT
1/22/2022	020-2022	CSS Direct Support Professional - Day Support	RAAI Caroline		3651 PT
8/11/2022	208-2022	CSS Direct Support Professional - Day Support	RAAI KH		3652 FT
8/11/2022	214-2022	CSS Direct Support Professional - Day Support	RAAI KH		3652 FT
9/9/2022	251-2022	CSS Direct Support Professional - Day Support	RAAI KH		3652 FT
9/9/2022	252-2022	CSS Direct Support Professional - Day Support	RAAI KH		3652 FT
9/16/2022	258-2022	CSS Direct Support Professional - Day Support	RAAI KH		3652 FT
9/27/2022	267-2022	CSS Direct Support Professional - Day Support	RAAI KH		3652 FT
9/27/2022	268-2022	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
10/26/2021	292-2021	CSS Direct Support Professional - Day Support	RAAI KG		3653 PT
9/9/2022	249-2022	CSS Direct Support Professional - Day Support	RAAI Spotyslvania		3654 FT
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
7/26/2021	194-2021	CSS Direct Support Professional - Day Support	RAAI Stafford		3655 PT
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
				23	
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
8/10/2022	213-2022	CSS Direct Support Professional - ICF	Wolfe Street ICF		3771 PT
3/17/2022	072-2022	CSS Direct Support Professional - ICF	ICF Ross		3792 PT
7/12/2022	179-2022	CSS Direct Support Professional - ICF	ICF Ross		3792 PT
7/12/2022	180-2022	CSS Direct Support Professional - ICF	ICF Ross		3792 FT
7/29/2022	204-2022	CSS Direct Support Professional - ICF	ICF Ross		3792 FT
9/15/2022	261-2022	CSS Direct Support Professional - ICF	ICF Ross		3792 FT
8/27/2020	141-2020	CSS ICF Nurse - LPN	ICF Ross		3792 PT
5/27/2022	137-2022	CSS Direct Support Professional - ICF	ICF Lucas		3793 FT
5/27/2022	138-2022	CSS Direct Support Professional - ICF	ICF Lucas		3793 FT
5/25/2022	126-2022	CSS Direct Support Professional - ICF	ICF Lucas		3793 PT
11/9/2020	196-2020	CSS ICF Nurse - LPN	ICF Lucas		3793 FT
				16	
9/15/2022	260-2022	CSS Nurse Manager II	ID/DD		Split FT
8/24/2022	229-2022	CSS Direct Support Professional - Residential	Leeland Road		3772 FT
8/24/2022	228-2022	CSS Direct Support Professional - Residential	Leeland Road		3772 FT
8/30/2022	244-2022	CSS Direct Support Professional - Residential	Leeland Road		3772 PT
7/29/2022	205-2022	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	055-2022	CSS Direct Support Professional - Residential	Ruffins Pond		3775 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
5/19/2022	303-2021	CSS Direct Support Professional - Residential	Piedmont		3776 PT
8/24/2022	232-2022	CSS Direct Support Professional - Residential	Piedmont		3776 FT
5/27/2022	133-2022	CSS Direct Support Professional - Residential	Igo Rd		3777 PT
6/15/2022	163-2022	CSS Direct Support Professional - Residential	Igo Rd		3777 PT
6/3/2022	078-2022	CSS Direct Support Professional - Residential	Igo Rd		3777 FT
8/26/2022	235-2022	CSS Direct Support Professional - Residential	New Hope Estates		3778 FT
8/30/2022	243-2022	CSS Direct Support Professional - Residential	New Hope Estates		3778 FT
7/29/2022	201-2022	CSS Direct Support Professional - Residential	New Hope Estates		3778 PT
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
4/29/2022	111-2022	CSS Direct Support Professional - Residential	Belmont SAP		3781 PT
4/20/2022	105-2022	CSS Direct Support Professional - Residential	Brittany Commons SAP		3784 PT
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	272-2022	CSS Direct Support Professional - Residential	Myers Drive Respite		3794 PT
				30	
<b>Positions on Hold</b>					
3/29/2021	058-2021	ADMIN Administration Office Support	Fredericksburg		1000 FT
3/23/2020	056-2020	CLINICAL Lead, ES Therapist	Fredericksburg		2000/4000 FT

Date Posted	Position No.		Position Title	Location	RU	Full-time/Part-time		
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford		2250 FT		
8/18/2020	127-2020	CLINICAL	Drug Court Surveillance Officer	Fredericksburg		4200 PT		
1/21/2022	014-2022	CSS	Peer Coach	Crlsis Stabilization		2770 FT		
2/3/2022	037-2022	CSS	Peer Coach	Crlsis Stabillization		2770 PT		
<b>New Hires</b>								
	254-2022	ADMIN	Accounts Payable Technician	Fredericksburg		1000 FT		External
	250-2022	CSS	Direct Support Professional - Day Support	RAAI Stafford		3655 FT		External
	215-2022	CSS	Direct Support Professional - Day Support	RAAI Stafford		3655 FT		Internal (PRN)
	169-2022	ADMIN	Financial Analyst	Fredericksburg		1000 FT		External
	224-2022	ADMIN	Medical Billing/Reimbursement Tech II	Fredericksburg		1000 FT		External
	255-2022	CLINICAL	Team Leader, ACT South	Bridgewater		3500 FT		Internal
				<b>Total Open Positions: 138</b>				

RECRUITMENT REPORT 2022

<b>MONTHLY RECRUITMENT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>TOTAL YTD</b>
<b>External Applicants Hired:</b>													
Part-time	8	8	2	1	6	6	2	8	1				
Full-time	15	11	15	10	11	8	15	12	12				
<b>Sub Total External Applicants Hired</b>	<b>23</b>	<b>19</b>	<b>17</b>	<b>11</b>	<b>17</b>	<b>14</b>	<b>17</b>	<b>20</b>	<b>13</b>				
<b>Internal Applicants Moved:</b>													
Full-time to PRN As Needed	1	1	1		1	1	1	6	1				
Full-time to Part-time									1				
Part-time to PRN As Needed	1			1		1							
Part-time to Full-time		1	2	1			1	1	1				
PRN As Needed to Part-time													
Lateral Transfer	1		6	3		1		2	1				
Non-Lateral Change in Position			1		1		1						
Promotion	4	6	2	5	6	3	6	6	2				
Temporary to Regular													
PRN As Needed to Full-Time							1	1					
Temporary Promotion								1					
<b>Sub Total Internal Applicant Moves</b>	<b>7</b>	<b>8</b>	<b>12</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>10</b>	<b>17</b>	<b>6</b>				
<b>Total Positions Filled:</b>	<b>30</b>	<b>27</b>	<b>29</b>	<b>21</b>	<b>25</b>	<b>20</b>	<b>27</b>	<b>37</b>	<b>19</b>				
<b>Total Applications Received:</b>													
Actual Total of Applicants:	62	65	59	47	52	77	59	72	83				
Total External Offers Made:	20	16	19	6	15	14	19	16	8				
Total Internal Offers Made:	8	11	13	11	3	11	12	20	6				