

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

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

Personnel Committee Meeting

October 11, 2022— 1 p.m.

600 Jackson Street, Room 208 Fredericksburg, VA 22401

Agenda

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EMORANDU

To: Joe Wickens, Executive Director

From: Michelle Ranyon, Human Resources Director

Date: October 3, 2022

Re: Summary - Retention Report - September 2022

RACSB RETENTION & TURNOVER REPORT
Sep-22

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
<i>Unit</i>	1	1	0	Other Employment
Clinical Services	2	2	0	Other Employment
<i>Unit</i>	1	1	0	Resigned Without Notice
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
<i>Unit</i>	1	1	0	Moving
<i>Doesn't Count Towards Turnover</i>	4	4	0	Didn't return from medical leave (2), Didn't finish NEO (1)
Grand Totals for the				
Total Employees for the Month	600			
Retention Rate	97.83%			
Turnover Rate	2.17%			
Total Separations	13			
Part-time Separations	7.00%			
Full-time Separations	93.00%			

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1.19%

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1.6%

11

1.6%

1.4%

2.5%

16

10

11

613

14

11

1.1%

15

112

118

109



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

MEMORANDUM

To: Joe Wickens, Executive Director

From: Terese McDonnell, 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 **77.8%** compared to the month of August 2022, and a **decrease** of **15.31%** when

Female
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Total

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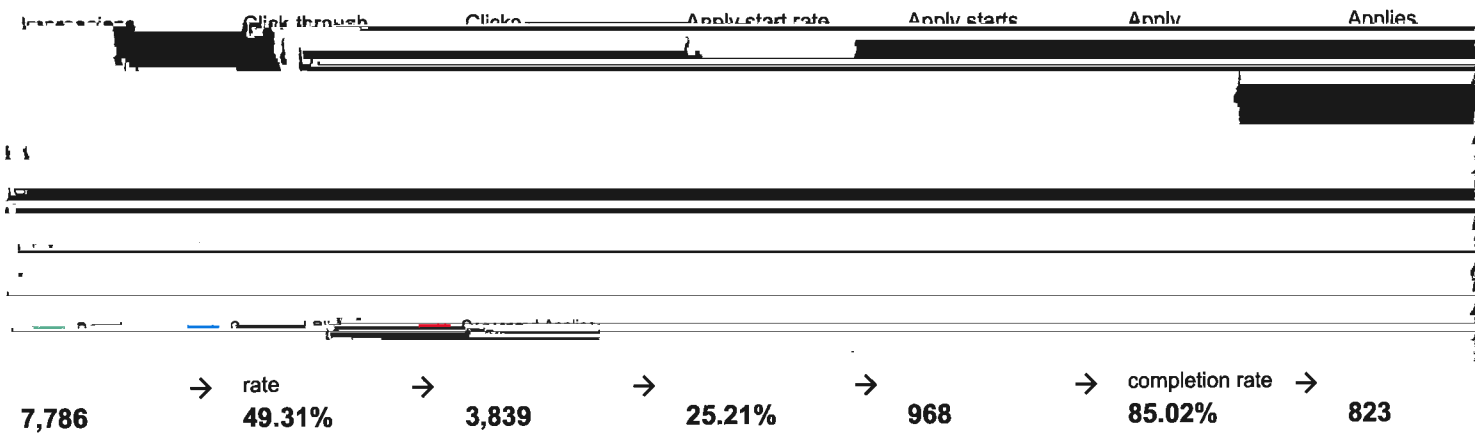
Job performance summary

Performance of your jobs across Indeed

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

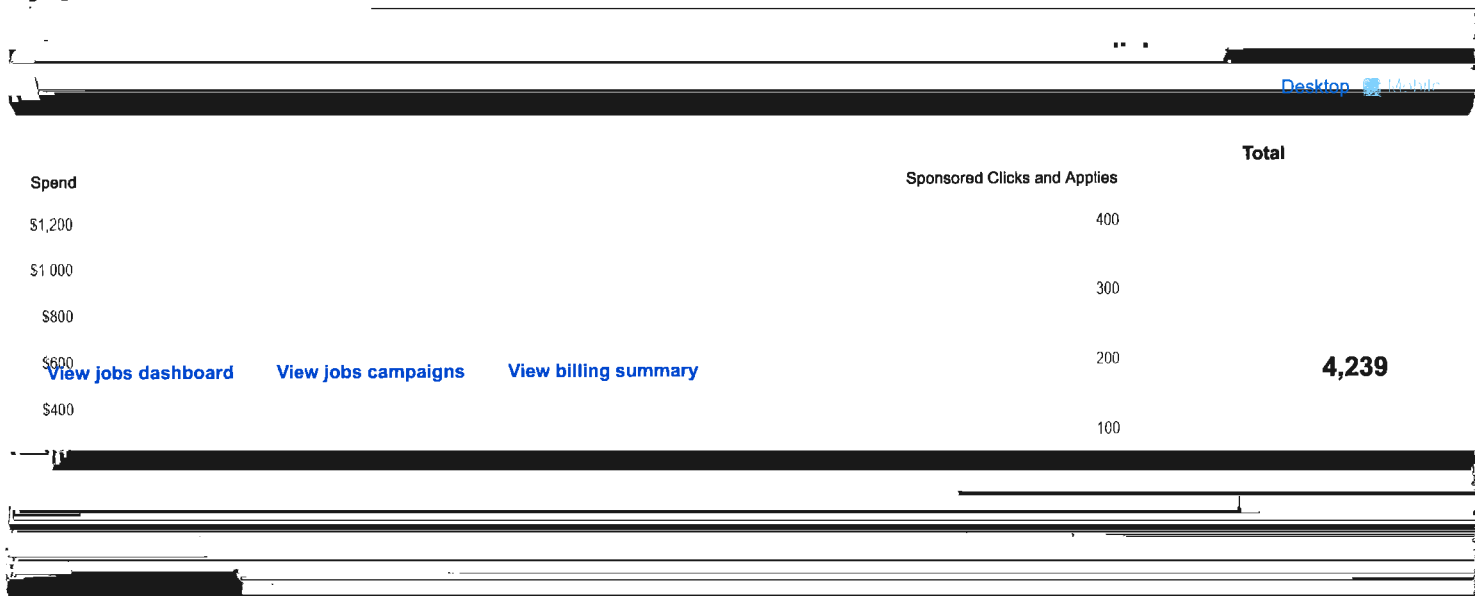
Candidate behavior funnel

Sponsored



Cost per click campaign performance

Desktop vs mobile



[Manage job postings](#)

2022

Date	Position No.	Position Title	Location	RU	Full-time/ Part-time
5/12/2022		ADMIN	Fredericksburg		1000 FT
5/27/2022	127-2022	ADMIN	Fredericksburg		1000 FT
7/20/2022	185-2022	ADMIN	Fredericksburg		1000 FT
	210-2022	ADMIN	Fredericksburg		1000 FT
	248-2022	ADMIN	Fredericksburg		1000 FT
	264-2022	Assistant			
8/16/2022	223-2022	ADMIN	Fredericksburg		1000 FT
9/27/2022		ADMIN	Fredericksburg		1000 FT
1/10/2022	003-2022	CLINICAL	Fredericksburg	8	FT
		CLINICAL	Fredericksburg		1100 FT
		CLINICAL	Fredericksburg		2000/4000 FT
		Child/Adolescent Case Manager			FT
7/22/2022	197-2022	CLINICAL	Fredericksburg		2000/4000 FT
8/8/2022	212-2022	CLINICAL	Fredericksburg		2200/4200/6430 FT
6/9/2021	123-2021	CLINICAL	Fredericksburg		2070 FT
		MH Residential Peer Specialist	Home Rd		2200 FT
9/29/2022					FT

Position No.	Position Title	Location	Full-time/Part-time
			PT
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8/24/2022		Leeland Road	FT
			FT
			FT
			FT
			FT
			FT
			FT
210-2022	Professional - Residential	Myers Drive Respite	FT
272-2022	Direct Support Professional - Residential	Myers Drive Respite	3794

Date	No.		Position	Location	RU	Full-time/ Part-time	
9/25/2019	9		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	Crisis Stabilization		2770 FT	
2/3/2022	037-2022	CSS	Peer Coach	Crisis Stabilization		2770 PT	
New Hires							
	250-2022	CSS		RAAI Stafford		1000	
	215-2022	CSS	Direct Support Professional - Day Support	RAAI Stafford		3655 FT	External
						3655 FT	Internal (PRN)
						1000 FT	External

RECRUITMENT REPORT 2022

MONTHLY RECRUITMENT

External Applicants Hired:

Part-time

Full-time

Sub Total External Applicant

Full-time to PRN As Needed

Full-time to Part-time

Part-time to PRN As Needed

Part-time to Full-time

PRN As Needed to Part-time

Lateral Transfer

Non-Lateral Change in Posit

Promotion

to

PRN As Needed to Full-Time

Sub Total Internal Applicant

Total Positions Filled:

Total Applications Received

Actual Total of Applicants:

Total External Offers Made:

Total Internal Offers Made:

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FEBRUARY

MARCH

APRIL

JUNE

JULY

AUGUST

SEPTE

BER

OCTOBER

RY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTE	BER	OCTOBER
Part-time	2	7	11	2	8	1				
Full-time	15	15	10	15	12	8		1		
Sub Total External Applicant	19	22	21	17	20	9	20	1		
Full-time to PRN As Needed	1			1	6	1				
Full-time to Part-time						1				
Part-time to PRN As Needed			1		1					
Part-time to Full-time	1	2	1	3	1					
PRN As Needed to Part-time										
Lateral Transfer	6	1				1	2			
Non-Lateral Change in Posit										
Promotion	1			3	6					
to										
PRN As Needed to Full-Time					1	1				
Sub Total Internal Applicant	8	12	10	13	6	10	17			
Total Positions Filled:	27	34	31	30	26	19	37	1		
Total Applications Received										
Actual Total of Applicants:	65	59	47	55	77	59	72			
Total External Offers Made:	16	19	6	15	14	19	16			
Total Internal Offers Made:	11	13	11	13	11	12	20			