

**Civil Service Board
MINUTES**

City Hall
Commission Room
12:00 p.m.

Tuesday, January 12, 2021

Members Present: Elbers, Burnley and Roesler
Members Absent: None
Staff Present: Hannestad, Holsen and O'Toole
Staff Absent: None
Guest: Alayna Holmstrom

- 1) **The meeting was called to order at 12:15 p.m. on January 12, 2021.**
- 2) **A motion was made by Kimberly Elbers, seconded by Beth Roesler to approve the November , 2020 minutes as amended.**
Motion passed unanimously
- 3) **A motion was made by Beth Roesler, seconded by Kimberly Elbers to approve the Personnel Actions as set forth in Exhibit A.**
Motion passed unanimously
- 4) **A motion was made by Kimberly Elbers, seconded by Beth Roesler to order the personnel actions recorded as set forth in Exhibit B.**
Motion passed unanimously
- 5) **A motion was made by Beth Roesler, seconded by Kimberly Elbers to extend the eligibility lists as requested for the following positions:**
 - a. Entrance List 52966000-1 Traffic Engineer/P.E. (9 months)
 - b. Entrance List 12097000-5 Patient Support Technician (9 months)
 - c. Entrance List 117090000-1 Street Logistics Technician (9 months)
 - d. Promo/Transfer List 22578000-1A Lead Maintenance Mechanic (9 months)

Motion passed unanimously

A motion was made by Kimberly Elbers, seconded by Beth Roesler that the Civil Service Board enter Executive Session to discuss personnel issues at 12:23 p.m.

Motion passed unanimously

The room was cleared

A motion was made by Kimberly Elbers, seconded by Beth Roesler to exit Executive Session at 12:26 p.m.

Motion passed unanimously

A motion was made by Beth Roesler, seconded by Kimberly Elbers to order the disciplinary actions as set forth in Exhibit C to be recorded.

Motion passed unanimously

6) **There was no public comment**

7) **Having no further business, a motion was made by Kimberly Elbers, seconded by Beth Roesler to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:27 p.m.

The Board will meet on Tuesday, March 9, 2021 at 12:00 p.m. in the Commission Room-1st Floor City Hall.

Respectfully submitted by Jane Hannestad, Recording Officer

Exhibit A – January 12, 2021
Reporting period: October 26, 2020 – December 27, 2020

Advertising:

POSITION	POSITION
Police Officer	Planning & Zoning Specialist
Recreation Program Specialist	Transportation Planner
Street Logistics Technician	Human Relations Specialist
Housing Program Specialist	Talent Acquisition Coordinator
Billing Specialist	City Carrier
Facilities Electrician/Licensed	Lead Water Distribution System Tech/Cert
City Services Technician	Patient Support Technician
Branch Librarian	Mechanic
Social Worker	Dental Assistant
Police Records Clerk	Assistant City Attorney
Lead Maintenance Mechanic	

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
POLICE OFFICER	10228000-5III		10/26/2020	N/A	N/A
WATER SERVICE TECHNICIAN	22721000-6		10/26/2020	1/26/2021	N/A
TRAFFIC ENGINEER/P.E.	52966000-1		10/26/2020	1/26/2021	Yes, 9 mo
HOUSING CLINIC COORDINATOR	16418000-1		10/30/2020	1/30/2021	N/A
MECHANIC	24530000-6		10/30/2020	1/30/2021	N/A
ASSISTANT CITY ATTORNEY	03100000-4		11/2/2020	2/2/2021	N/A
SENIOR LIBRARIAN		15017000-2A	11/5/2020	2/5/2021	N/A
ENVIRONMENTAL HEALTH SPECIALIST	12090000-1		11/16/2020	2/16/2021	N/A
PATIENT SUPPORT TECHNICIAN	12097000-5		11/18/2020	2/18/2021	Yes, 9 mo
ANIMAL CONTROL OFFICER	10089000-7		11/20/2020	2/20/2021	N/A
WATER OPERATOR	22725000-3		11/20/2020	2/20/2021	N/A
WATER OPERATOR			N/A	N/A	N/A
HOUSING PROGRAM SPECIALIST	18070000-3		12/1/2020	3/1/2021	N/A
LEAD MAINTENANCE MECHANIC		22578000-1A	12/2/2020	3/20/2021	Yes, 9 mo
STREET LOGISTICS TECHNICIAN	117090000-1		12/4/2020	3/4/2021	Yes, 9 mo
ENGINEERING TECHNICIAN	52010000-8		12/7/2020	3/7/2021	N/A
BRANCH LIBRARIAN	15018000-4		12/14/2020	3/14/2021	N/A
BILLING SPECIALIST	12099000-2		12/18/2020	3/18/2021	N/A
CITY CARRIER		08144000-1A	12/22/2020	3/22/2021	N/A

Exhibit A – January 12, 2021
Reporting period: October 26, 2020 – December 27, 2020

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2020-12	General	Add	Facilities Electrician/Licensed	279/280	B32/C42
CSP-2020-13	Midmanagement	Delete	Compensation and Benefits Manager	038	D63
	Midmanagement	Add	Total Compensation Manager	038	D63
	Midmanagement	Delete	Human Resources Manager	036	D62
	Midmanagement	Add	Talent Manager	036	D62
	Midmanagement	Delete	Human Resources Coordinator	039	C43
	Midmanagement	Add	Talent Acquisition Coordinator	039	C43
	Midmanagement	Add	Talent Relations Coordinator	164	C43
	Midmanagement	Add	Transportation Planner	072	C43

EXHIBIT B – January 12, 2021

Reporting Period: October 26, 2020 – December 27, 2020

New Hires:

Eligibility List #	Name	Classification	Hire Date
102288000-5III	Neal, Jackson	Police Officer	10/26/2020
102288000-5III	Umthun, Justin	Police Officer	10/26/2020
102288000-5III	Twedt, Brian	Police Officer	10/26/2020
102288000-5III	Mayer, Keith	Police Officer	10/26/2020
102288000-5III	Banik, Jason	Police Officer	10/26/2020
102288000-5III	Landa, Kaden	Police Officer	10/26/2020
102288000-5III	Olson III, Robert	Police Officer	10/26/2020
102288000-5III	Fallesen, McKayla	Police Officer	10/26/2020
102288000-5III	Eulberg, Austin	Police Officer	10/26/2020
102288000-5III	Curtis, Michael	Police Officer	10/26/2020
102288000-5III	Swenson, Shelby	Police Officer	10/26/2020
102288000-5III	Ahrens, Kaylea	Police Officer	10/26/2020
23730000-7	Stefanich, Miranda	Wastewater Operator	10/28/2020
7142000-1	Weelborg, Richard	Chief Technology Officer	11/2/2020
10112000-5	Mullaney, Aidan	Forensic Specialist I	11/2/2020
16410000-5	Wai Jr, Emery	Permit Technician	11/9/2020
11711000-4	Flory, Brandon	Equipment Operator	11/9/2020
14339000-6	Schoenfelder, Ty	Park Service Worker	11/30/2020
52966000-1	Schettler, Danaca	Traffic Engineer/P.E.	11/30/2020
12961000-1	Soto, Carrie	Patient Intake Supervisor	11/30/2020
31000000-4	Engler, Gregg	Assistant City Attorney	11/30/2020
22721000-6	Lauderback, Josef	Water Service Technician	11/30/2020
22721000-6	Ideker, Andrew	Water Service Technician	11/30/2020
24530000-6	Nelson, Colby	Mechanic	11/30/2020
23730000-7	Arnold, Steven	Wastewater Operator	12/7/2020
12090000-1	Sundvold, Victoria	Environmental Health Specialist	12/14/2020

EXHIBIT B – January 12, 2021

Reporting Period: October 26, 2020 – December 27, 2020

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
22721000-5	Gleich, Joseph	Water Service Technician	11/12/2019	11/12/2020
0713000-2	Brodkorb Jr, James	Technical Support Specialist	11/12/2019	11/12/2020
12050000-9	George, Jessie	Dental Assistant	11/18/2019	11/18/2020
15022000-6	Larsen, Amy	Library Associate	11/21/2019	11/21/2020
7158000-1A	Tate, Kieran	Digital Content Specialist	12/2/2019	12/2/2020
14339000-5	Schmidt, Joseph	Park Service Worker	12/9/2019	12/9/2020
15022000-6	Kantack, Allison	Library Associate	12/16/2019	12/16/2020
6285000-6	Davis, Shawn	Custodial Worker	12/16/2019	12/16/2020
22725000-2	Akland, Jesse	Water Operator	12/16/2019	12/16/2020
15022000-6	Gauer, Jayde	Library Associate	12/16/2019	12/16/2020
07157000-1	Huether, Brandon	Communications and Marketing Coordinator	12/16/2019	12/16/2020
11711000-3	Mitchell, Christopher	Equipment Operator	12/19/2019	12/19/2020

Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
52970000-1	Larson, Travis	11/2/2020	Engineering Technician II	Engineering Services Coordinator
52970000-1	Wilcox, Bryan	11/2/2020	Planning & Zoning Specialist	Engineering Services Coordinator
15017000-2A	Boysen, Alysia	11/16/2020	Branch Librarian	Senior Librarian
2257800-1A	Granum, Darin	12/14/2020	Maintenance Mechanic	Lead Maintenance Mechanic

Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
9207000-1A	Young, Chad	5/18/2020	Firefighter	Fire Apparatus Operator	11/18/2020
9207000-2	Hanson, Anthony	6/15/2020	Firefighter	Fire Apparatus Operator	12/15/2020
9207000-2	Wall, Andrew	6/15/2020	Firefighter	Fire Apparatus Operator	12/15/2020

Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	Former MOU	New Classification	New MOU
None to report						

Off Probation – Transfers:

EXHIBIT B – January 12, 2021

Reporting Period: October 26, 2020 – December 27, 2020

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
None to report					

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Holsen, Reid	12/14/2020	Human Resources Manager	Talent Manager
Hannestad, Jane	12/14/2020	Human Resources Manager	Talent Manager
Dertien, David	12/14/2020	Human Resources Coordinator	Talent Acquisition Coordinator
Stulken, Kimberly	12/14/2020	Human Resources Coordinator	Talent Relations Coordinator
Uthe, Angie	12/14/2020	Compensation and Benefits Manager	Total Compensation Manager

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Lawrence, Shea	10/23/20	8/26/19	Parks & Recreation	Recreation Program Specialist
Huwe, Chad	10/30/20	10/2/06	PW/Engineering	City Engineer
Ringheimer, Torry	10/30/20	8/27/18	Public Parking	Building Maint Worker
Schuttlofel, Mark	10/30/20	10/23/89	Health	Environmental Health Spec (cert)
Struck, Curt	11/20/20	12/2/91	PW/Engineering	Staff Engineer PE
Johnson, Phillip	11/25/20	4/16/18	PW/Water	Water Operator
Varns, Scott	11/27/20	5/21/90	PW/Water	Lead Maintenance Mechanic
Conley, Neilson	12/4/20	10/8/18	Police	Police Officer
DeJong, Kyle	12/16/20	10/20/14	Police	Police Officer
Lane, Gloria	12/18/20	8/4/14	Health	Dental Assistant
Van Horssen, Brian	12/18/20	10/1/19	Finance	Purchasing Specialist

Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
None to report				