



## **Civil Service Board MINUTES**

**City Hall  
Commission Room  
12:00 p.m.**

**Monday, December 6, 2021**

Members Present: Burnley, Elbers and Roesler

Members Absent: Holmstrom

Staff Present: Hannestad, Stulken and O'Toole

Staff Absent: None

- 1) **The meeting was called to order at 12:12 p.m. on December 6, 2021.**
  
- 2) **A motion was made by Kimberly Elbers, seconded by Beth Roesler to approve the September 13, 2021 Meeting Minutes.**  
  
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 22556000-7 Water Distribution System Technician (3 months)
  - b. Entrance List 16411000-1 Electrical Inspector (9 months)
  - c. Entrance List 24735000-1 Vehicle Equipment Service Worker (3 months)
  - d. Entrance List 16511000-2 Plumbing Inspector (9 months)
  - e. Promo/Transfer List 22557000-3A Lead Water Distribution System Technician (6 months)
  - f. Entrance List 7130000-5 Technical Support Specialist (2 months)
  - g. Promo/Transfer List 16500000-6A Plans Examiner (9 months)
  - h. Promo/Transfer List 11712000-3A Lead Equipment Operator (6 months)
  - i. Entrance List 7140000-4 Information Security Administrator (9 months)
  - j. Entrance List 100089000-9 Animal Control Officer (6 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 12:24 p.m.**

Motion passed unanimously

**A motion was made by Kimberly Elbers, seconded by Beth Roesler to exit Executive Session at 12:34 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 12:36 p.m.

The Board will meet on 1/12/2022 at 12:00 p.m. in the Human Resources Conference Room.

Respectfully submitted by Jane Hannestad, Recording Officer

**Exhibit A – December 6, 2021**  
**Reporting period: August 23, 2021 – November 21, 2021**

**Advertising:**

POSITION	POSITION
ANIMAL CONTROL OFFICER	LICENSED PRACTICAL NURSE (3)
CITY SERVICES TECHNICIAN	NURSE MANAGER
CLINICAL SERVICES MANAGER	PARTS AND INVENTORY TECHNICIAN
CUSTODIAL WORKER (2)	PATIENT SUPPORT TECHNICIAN
DISTRICT PARK SUPERVISOR	PLANNING AND ZONING SPECIALIST (2)
ELECTRICAL INSPECTOR	PLANS EXAMINER
EMPLOYEE RELATIONS MANAGER	PLUMBING INSPECTOR
ENGINEERING PROJECT MANAGER/P.E.	POLICE OFFICER
ENGINEERING TECHNICIAN	POLICE RECORDS CLERK (2)
ENGINEERING TECHNICIAN II	PRINCIPAL ENGINEER (2)
EQUIPMENT OPERATOR	REGISTERED NURSE
FACILITIES HVAC TECHNICIAN	SENIOR ASSISTANT CITY ATTORNEY
FIRE BATTALION CHIEF	SEWER COLLECTION TECHNICIAN (2)
FIRE DIVISION CHIEF	STAFF ENGINEER/P.E. (2)
INFORMATION SECURITY ADMINISTRATOR	TECHNICAL SUPPORT SPECIALIST
LABORER	TRANSIT PROGRAM COORDINATOR
LANDFILL SCALE OPERATOR	VEHICLE/EQUIPMENT SERVICE WORKER
LEAD EQUIPMENT OPERATOR	WASTEWATER OPERATOR
LEAD WATER DISTRIBUTION SYSTEM TECHNICIAN/CERTIFIED	WATER OPERATOR (2)
LIBRARY ASSOCIATE	WATER SERVICE TECHNICIAN

**Exhibit A – December 6, 2021**  
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POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
TECHNICAL SUPPORT SPECIALIST	7130000-4		8/24/2021	11/24/2021	N/A
PRINCIPAL ENGINEER	52913000-4		8/27/2021	11/27/2021	N/A
PUBLIC HEALTH LABORATORY MANAGER	120057000-1		8/30/2021	11/30/2021	N/A
URBAN PLANNER	16063000-2		9/1/2021	12/1/2021	N/A
FIRE PROTECTION EQUIPMENT TECHNICIAN	09103000-1		9/7/2021	12/7/2021	N/A
WATER DISTRIBUTION SYSTEM TECHNICIAN	22556000-7		9/9/2021	12/9/2021	Yes 3 mo
WATER DISTRIBUTION SYSTEM TECHNICIAN		22556000-7A	9/9/2021	12/9/2021	No
POLICE SERGEANT		10225000-6A	9/20/2021	9/20/2022	No
POLICE OFFICER	1028000-6II		9/20/2021	N/A	N/A
LIBRARIAN		15023000-5A	9/27/2021	12/27/2021	No
LIBRARIAN	15023000-5		9/27/2021	12/27/2021	No
ELECTRICAL INSPECTOR	16411000-1		9/28/2021	12/28/2021	Yes 9 mo
PATIENT SUPPORT TECHNICIAN	12097000-6		9/30/2021	12/30/2021	N/A
VEHICLE EQUIPMENT SERVICE WORKER	24735000-1		10/7/2021	1/7/222	Yes, 3 mo
PARTS AND INVENTORY TECHNICIAN		23154000-1A	10/8/2021	1/8/2022	No
FIRE DIVISION CHIEF		9212000-3A	10/12/2021	1/12/2022	No
PLUMBING INSPECTOR	16511000-2		10/12/2021	1/12/2022	Yes, 9 mo
ENGINEERING TECHNICIAN	52010000-10		10/13/2021	1/13/2022	N/A
LEAD WATER DISTRIBUTION SYSTEM TECHNICIAN		22557000-3A	10/19/2021	1/19/2022	Yes, 6 mo
STAFF ENGINEER/P.E.	52964000-1		10/20/2021	1/20/2022	N/A
REGISTERED NURSE	12059000-1		10/21/2021	1/21/2022	N/A
CUSTODIAL WORKER	06285000-8		10/22/2021	1/22/2022	N/A
TECHNICAL SUPPORT SPECIALIST	7130000-5		10/25/2021	1/25/2022	Yes, 2 mo
PRINCIPAL ENGINEER		5291300-5A	10/27/2021	1/27/2022	N/A
WATER SERVICE TECHNICIAN	22721000-9		10/29/2021	1/29/2022	N/A
POLICE OFFICER	1028000-6III		11/1/2021	N/A	N/A
PLANS EXAMINER	16500000-6		11/1/2021	2/1/2022	N/A
PLANS EXAMINER		16500000-6A	11/1/2021	2/1/2022	Yes, 9 mo
LEAD EQUIPMENT OPERATOR		11712000-3A	11/1/2021	2/1/2022	Yes, 6 mo
POLICE RECORDS CLERK	10108000-10		11/2/2021	2/2/2022	N/A
SOCIAL WORKER	12051000-3		11/3/2021	2/3/2022	N/A
SEWER COLLECTION TECHNICIAN	2357000-11		11/12/2021	2/12/2022	N/A
INFORMATION SECURITY ADMINISTRATOR	7140000-4		11/17/2021	2/17/2022	Yes, 9 mo
ANIMAL CONTROL OFFICER	100089000-9		11/19/2021	2/19/2022	Yes, 6 mo

**Exhibit A – December 6, 2021**  
**Reporting period: August 23, 2021 – November 21, 2021**

**Classification Plan Amendments:**

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2021-07	Midmanagement	Delete	Communications and Marketing Supervisor	082	C51
	Midmanagement	Add	Communications and Marketing Manager	082	C52
	Midmanagement	Delete	Communications Services Coordinator	156	C42
	Midmanagement	Add	Communications Services Supervisor	156	C42
	General	Add	Facilities HVAC Technician	277	C42
	General	Delete	Housing Development Specialist	416	C42
CSP-2021-08	Midmanagement	Add	Clinical Initiatives Manager	028	C51
	General	Add	Community Health Worker	052	B21
CSP-2021-09	General	Delete	Water Service Technician	721	B23
	General	Add	Water Service Technician	721	B24
CSP-2021-10	Midmanagement	Delete	Information Technology Infrastructure Manager	137	C52
	Midmanagement	Add	Information Technology Infrastructure Manager	137	D61
	Midmanagement	Delete	Civic Analytics Manager	042	C52
	Midmanagement	Add	Civic Analytics Manager	042	D61
	Midmanagement	Add	Information Security Architect	182	C51
	Midmanagement	Add	Transit Program Coordinator	506	C42
CSP-2021-11	Midmanagement	Delete	Innovation Coordinator	126	C42
CSP-2021-12	Midmanagement	Add	Employee Relations Manager	931	C52
	Midmanagement	Add	Assistant Director of Human Resources	038	D63
	Midmanagement	Delete	Total Compensation Manager	038	D63
CSP-2021-13	Midmanagement	Add	Nurse Manager	941	C51

# EXHIBIT B – December 6, 2021

Reporting Period: August 23, 2021 – November 21, 2021

**New Hires:**

Eligibility List #	Name	Classification	Hire Date
04930000-1	Vandersnick, Amber	Safety & Risk Coordinator	8/23/2021
22577000-5	Robinson, Andrew	Maintenance Mechanic	8/30/2021
08127000-4	Williams, Christina	Creative Specialist	9/13/2021
06285000-7	Dulek, Cassandra	Custodial Worker	9/13/2021
22725000-4	Tiehen, Garrett	Water Operator	9/13/2021
10228000-6II	Moore, Jared	Police Officer	9/20/2021
10228000-6II	Scott, Reece	Police Officer	9/20/2021
10228000-6II	Fisher, Lucas	Police Officer	9/20/2021
10228000-6II	Mathis, Skyler	Police Officer	9/20/2021
10228000-6II	Brewster, Elyse	Police Officer	9/20/2021
10228000-6II	Faulkner, Andrew	Police Officer	9/20/2021
23730000-8	Nase, Zachary	Wastewater Operator	9/20/2021
15022000-7	Voudry, Hannah	Library Associate	9/20/2021
15022000-7	Zillgitt, Emily	Library Associate	9/27/2021
7130000-4	Cape, Joel	Technical Support Specialist	10/4/2021
16063000-2	Benidt, Kristen	Urban Planner	10/4/2021
14339000-7	Diede, Diandra	Park Technician	10/4/2021
09103000-1	Peterson, Keaton	Fire Protective Equipment Technician	10/18/2021
12059000-6	Landon, Ryan	Registered Nurse	10/18/2021
19235000-3	Volynets, Yuliia	Parking Patrol	10/18/2021
15022000-7	Flowers-Velasquez, Robert	Library Associate	10/18/2021
12057000-1	St Clair, Melissa	Public Health Laboratory Manager	10/25/2021
52913000-4	Ondricek, Tony	Principal Engineer	11/1/2021
10228000-6III	Ross, Hannah	Police Officer	11/1/2021
10228000-6III	Gassman, Lincoln	Police Officer	11/1/2021
10228000-6III	Bernal, Manuel	Police Officer	11/1/2021
16511000-2	Enderson, Thomas	Plumbing Inspector	11/8/2021
16411000-1	Ochsner, Scotty	Electrical Inspector	11/8/2021
24735000-3	Fortunato, Nicole	Vehicle/Equipment Service Worker	11/15/2021

**Off Probation Entrance:**

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
23576000-1	Dent, Broderick	Controls Technician	8/24/2020	8/24/2021
12059000-5	Smith, Katie	Registered Nurse	8/31/2020	8/31/2021
10108000-5	Langenfeld, Molly	Police Records Clerk	9/14/2020	9/14/2021
10108000-5	Fajardo, Adriana	Police Records Clerk	9/28/2020	9/28/2021
10089000-6	Kock, Mark	Animal Control Officer	9/28/2020	9/28/2021

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52010000-6	Lewno, Jesse	Engineering Technician	10/5/2020	10/5/2021
07157000-2	Clare, Dominique	Communications & Marketing Coordinator	10/8/2020	10/8/2021
4929000-1	Simon, Daniel	Risk Manager	10/13/2020	10/13/2021
52911000-1	Bofenkamp, Erin	Project Manager	10/19/2020	10/19/2021
24150000-1	Aldrich, Jerry	Parts Worker	10/19/2020	10/19/2021
10228000-5I	Siferd, Joshua	Police Officer	7/20/2020	10/20/2021
10228000-5I	Jensen, Nicholas	Police Officer	7/20/2020	10/20/2021
10228000-5I	Wollman, John	Police Officer	7/20/2020	10/20/2021
10228000-5I	Weitzman, Dylan	Police Officer	7/20/2020	10/20/2021
10228000-5I	Payton, Aristarchus	Police Officer	7/20/2020	10/20/2021
10228000-5I	Inzitari, Anthony	Police Officer	7/20/2020	10/20/2021
10228000-5I	Halter, Paul	Police Officer	7/20/2020	10/20/2021
10228000-5I	Ashley, Nicholas	Police Officer	7/20/2020	10/20/2021
23730000-7	Stefanich, Miranda	Wastewater Operator	10/28/2020	10/28/2021
7142000-1	Weelborg, Richard	Chief Technology Officer	11/2/2020	11/2/2021
10112000-5	Mullaney, Aidan	Forensic Specialist I	11/2/2020	11/2/2021
16410000-5	Wai Jr, Emery	Permit Technician	11/9/2020	11/9/2021
11711000-4	Flory, Brandon	Equipment Operator	11/9/2020	11/9/2021

### **Promotions:**

<b>Eligibility List #</b>	<b>Name</b>	<b>Date Promoted</b>	<b>Former Classification</b>	<b>New Classification</b>
14338000-3A	Dubanoski, Edward	8/23/2021	Park Technician	Park Caretaker
23539000-2	Brummel, Allyn	8/23/2021	Staff Engineer	Wastewater Facilities Engineer
22726000-1A	Ackland, Jesse	9/6/2021	Water Operator	Lead Water Operator
52013000-1	Johnson, Ryan	9/6/2021	Principal Engineer	Utility Administrator
92070000-3	Hanssen, Tony	9/6/2021	Firefighter	Fire Apparatus Operator
92070000-3	Paszkiwicz, Phillip	9/6/2021	Firefighter	Fire Apparatus Operator
92070000-3	Buys, Nathan	9/6/2021	Firefighter	Fire Apparatus Operator
16415000-2	Christensen, Justin	9/20/2021	Lead Water Distribution System Technician Certified	Property Maintenance Inspector
16415000-2	Sisson, Justin	9/20/2021	Engineering Technician	Property Maintenance Inspector
09209000-2A	Small, Robert	9/20/2021	Fire Apparatus Operator	Fire Inspector
9212000-3	Gramlick, Michael	10/18/2021	Fire Captain	Fire Division Chief
15023000-5	Bonander, Aldijana	11/1/2021	Library Associate	Librarian
52913000-5	Comes, Chad	11/15/2021	Engineering Project Manager P.E.	Principal Engineer
11712000-3A	Kennedy, Shawn	11/15/2021	Equipment Operator	Lead Equipment Operator
22557000-3A	Prins, Colby	11/15/2021	Water Distribution System Technician	Lead Water Distribution System Technician

## EXHIBIT B – December 6, 2021

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### Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
10225000-5A	Harris, Jacob	3/8/2021	Police Officer	Police Sergeant	9/8/2021
22556000-6	Ideker, Andrew	3/8/2021	Water Service Technician	Water Distribution System Technician	9/8/2021
9203000-2A	Boden, Andrew	3/22/2021	Fire Apparatus Operator	Fire Captain	9/22/2021
9207000-2A	Rahm, James	3/22/2021	Firefighter	Fire Apparatus Operator	9/22/2021
23570000-10	Hybertson, Patrick	3/22/2021	Laborer	Sewer Collection Technician	9/22/2021
2357000-10	Kirstein, Daniel	4/5/2021	Parking Patrol	Sewer Collection Technician	10/5/2021
9207000-2A	Jacobsen, Jordan	4/19/2021	Firefighter	Fire Apparatus Operator	10/19/2021
22578000-1A	Larson, Lyle	4/19/2021	Maintenance Mechanic	Lead Maintenance Mechanic	10/19/2021
14338000-3A	Livermore, Adam	4/19/2021	Park Service Worker	Park Caretaker	10/19/2021
920300000-2A	Strasser, Nathan	4/19/2021	Fire Apparatus Operator	Fire Captain	10/19/2021
10225000-5A	Montgomery, Jason	5/17/2021	Police Officer	Police Sergeant	11/17/2021
10225000-5A	Warren, Nathan	5/17/2021	Police Officer	Police Sergeant	11/17/2021
92070000-2A	Fischer, Johnnie	5/17/2021	Firefighter	Fire Apparatus Operator	11/17/2021

### Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
22556000-7A	Herda, Andrew	10/4/2021	Water Service Technician	Water Distribution System Technician

### Off Probation – Transfers: None to report

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed

### Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Wick, Kathleen	9/6/2021	Clinical Services Manager	Clinical Initiatives Manager
Alfaro, Ernesto	9/6/2021	Patient Support Technician	Community Health Worker
Kiesow, John	9/6/2021	Communications Services	Communications Services Supervisor



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		Coordinator	
Holsen, Grace	9/6/2021	Communications and Marketing Supervisor	Communications and Marketing Manager
Oren, Danial	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
Herda, Andrew	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
Lown, Joshua	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
McDonnel, Caden	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
Sturges, Joshua	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
Powell, Cory	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
Lauderback, Josef	9/20/2021	Water Service Technician (B23)	Water Service Technician (B24)
Delgehausen, Erika	9/20/2021	Engineering Technician	Engineering Technician II
Larsen, Daniel	10/4/2021	IT Infrastructure Manager (C52)	IT Infrastructure Manager (D61)
Eubanks, Katelyn	10/4/2021	Information Security Administrator	Information Security Architect
Sohl, Lauri	10/4/2021	Civic Analytics Manager (C52)	Civic Analytics Manager (D61)
Bentz, Wade	10/18/2021	IT System Analyst	System Administrator
Uthe, Angie	11/1/2021	Total Compensation Manager	Assistant Director of Human Resources

## EXHIBIT B – December 6, 2021

Reporting Period: August 23, 2021 – November 21, 2021

### Separations:

Name	Separation Date	Hire Date	MOU	Classification
Paulsen-Suurmeyer, Michelle	9/1/2021	11/29/2004	Police	Police Officer
Smith, Katie	9/3/2021	8/31/2020	Health	Registered Nurse
Gasca, Michaela	9/10/2021	1/21/14	Health	Social Worker
Larson, Joseph	9/13/2021	2/19/2013	Police	Police Officer
Wagner, John	9/17/2021	1/3/1994	Fire	Fire Inspector
Carlson, Hope	9/21/2021	5/6/19	Facilities	Custodial Worker
Lund, Michael	9/22/2021	8/25/08	Water	Lead Water Operator
Wolfe, Matthew	9/23/2021	11/12/13	Police	Police Officer
Wold, Randy	9/26/2021	4/1/02	Fire Rescue	Firefighter
Skuzza, Richard	10/1/2021	1/3/94	Fire Rescue	Fire Apparatus Operator
Reuer, Lindsay	10/6/2021	7/20/15	Library	Library Associate
Stoltenburg, Barbara	10/14/2021	9/30/91	Planning & Development Services	Planning & Zoning Specialist
Roemen, Karen	10/15/2021	10/10/77	Police	Police Records Clerk
Myers, Carla	10/15/2021	12/2/02	Public Parking	Parking Control
Stefanich, Timothy	10/15/2021	9/16/91	Water	Environmental Engineer
Reiter, Kay	10/15/2021	7/10/00	Street	Lead Equipment Operator
Hall, Donald	10/15/2021	8/23/99	Planning & Development Services	Electrical Inspector
Pudwill, Rick	10/15/2021	5/8/06	Health	Public Health Laboratory Manager
Carlson, Richard	10/15/2021	12/14/1998	Parks & Recreation	District Park Supervisor
Hybertson, Patrick	10/22/2021	10/7/19	Water Rec	Sewer Collection Technician
Christofferson, Debra	10/22/2021	9/5/00	Technology	Communications Technician
Taylor, Jane	10/29/2021	10/29/90	Library	Branch Librarian
Graham, Juliane	11/5/2021	9/19/05	Health	LPN
Drey, Shayden	11/8/2021	10/28/19	Police	Police Officer
Hausman, Autumn	11/8/2021	11/3/14	Library	Library Associate
Kock, Mark	11/10/2021	9/28/20	Police	Animal Control
Polly, Mark	11/12/2021	10/12/04	Planning & Development Services	Plumbing Inspection Manager
Vanden Bos, Joshua	11/12/2021	4/9/2012	Engineering	Engineering Project Manager PE
Holsen, Reid	11/19/2021	12/15/08	Human Resources	Talent Manager
Stratmeyer, Paul	11/19/2021	10/5/98	Fire	Fire Apparatus Operator

## EXHIBIT B – December 6, 2021

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### Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Stahl, Trevor	8/24/2021	1/19/2021	Engineering	Engineering Technician
Reeves, Keegan	8/27/2021	7/26/2021	Fire	Firefighter
Lauderback, Josef	10/4/2021	11/30/2020	Water	Water Service Technician
Dulek, Cassandra	11/5/2021	9/13/21	Facilities	Custodial Worker
Fisher, Lucas	11/17/2021	9/20/21	Police	Police Officer