



## **Civil Service Board MINUTES**

**City Hall  
Commission Room-1<sup>st</sup> Floor  
12:00 p.m.**

**Wednesday, January 12, 2022**

Members Present: Burnley, Elbers and Holmstrom

Members Absent: Roesler

Staff Present: Hannestad, Stulken and O'Toole

Staff Absent: None

- 1) **The meeting was called to order at 12:12 p.m. on January 12, 2022.**
  
- 2) **A motion was made by Kimberly Elbers, seconded by Alayna Holmstrom to approve the December 6, 2021 Meeting Minutes.**  
  
Motion passed unanimously
  
- 3) **A motion was made by Alayna Holmstrom, seconded by Kimberly Elbers to approve the Personnel Actions as set forth in Exhibit A.**  
  
Motion passed unanimously
  
- 4) **A motion was made by Alayna Holmstrom, seconded by Kimberly Elbers to order the personnel actions recorded as set forth in Exhibit B.**  
  
Motion passed unanimously
  
- 5) **A motion was made by Kimberly Elbers, seconded by Alayna Holmstrom to extend the eligibility lists as requested for the following positions:**
  - a. Entrance List 11711000-5 Equipment Operator (6 months)
  - b. Promo/Transfer List 11711000-5A Equipment Operator (6 months)
  - c. Entrance List 06285000-9 Custodial Worker (9 months)  
Motion passed unanimously
  
- 6) **There was no public comment**
  
- 7) **Having no further business, a motion was made by Kimberly Elbers, seconded by Alayna Holmstrom to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:16 p.m.

The Board will meet on 3/9/2022 at 12:00 p.m. in the Human Resources Conference Room.

Respectfully submitted by Jane Hannestad, Recording Officer

**Exhibit A – January 12, 2022**  
**Reporting period: November 22, 2021 – January 2, 2022**

**Advertising:**

POSITION	POSITION
CARE COORDINATOR	LEAD UTILITY BILLING TECHNICIAN
DESKTOP SUPPORT ADMINISTRATOR	PLUMBING INSPECTION MANAGER
FACILITIES HVAC TECHNICIAN	POLICE OFFICER
INFORMATION TECHNOLOGY SYSTEM ANALYST	RECREATION PROGRAM SPECIALIST

POSITION	ENTRANCE LIST	PROMO/TRAN SFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
TRANSIT PROGRAM COORDINATOR	16506000-1		11/22/2021	2/22/2022	No
EQUIPMENT OPERATOR		11711000-5A	11/23/2021	2/23/2022	Yes, 6 mo
EQUIPMENT OPERATOR	11711000-5		11/23/2021	2/23/2022	Yes, 6 mo
LANDFILL SCALE OPERATOR	21737000-5		11/23/2021	2/23/2022	No
WATER OPERATOR	22725000-6		11/30/2021	2/30/22	N/A
CUSTODIAL WORKER	06285000-9		11/30/2021	2/30/22	Yes, 9 mo
EMPLOYEE RELATIONS MANAGER		04931000-1A	12/1/2021	3/1/2022	N/A
CITY SERVICES TECHNICIAN	10401000-4		12/2/2021	3/2/2022	N/A
POLICE OFFICER	1028000-6IV		12/6/2021	N/A	N/A
PLANNING AND ZONING SPECIALIST	16512000-4		12/6/2021	3/6/2022	N/A
NURSE MANAGER	12941000-1		12/7/2021	3/7/2022	N/A
LIBRARY ASSOCIATE	1502200-8		12/10/2021	3/10/2022	No
DISTRICT PARK SUPERVISOR		14337000-2A	12/15/2021	3/15/2022	N/A
SENIOR ASSISTANT CITY ATTORNEY	3101000-1		12/16/2021	3/16/2022	No
STAFF ENGINEER/P.E.	52964000-2		12/17/2021	3/17/2022	No
ENGINEERING TECHNICIAN II		52041000-4A	12/20/2021	3/20/2022	N/A
ENGINEERING PROJECT MANAGER/P.E.		52968000-2A	12/21/2021	3/21/2022	N/A
ENGINEERING PROJECT MANAGER/P.E.			N/A	N/A	N/A

**Classification Plan Amendments:**

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2021-14	Midmanagement	Add	Desktop Support Administrator	181	C41
CSP-2021-15	General	Delete	Social Worker	051/963	225/231
	General	Add	Care Coordinator	051	225
	General	Add	Water Logistics Specialist	703	232

# EXHIBIT B – January 12, 2022

Reporting Period: November 22, 2021 – January 2, 2022

**New Hires:**

Eligibility List #	Name	Classification	Hire Date
12097000-6	Spanton, Norma	Patient Support Technician	11/29/2021
16500000-6	Brink, Chad	Plans Examiner	11/29/2021
06285000-8	Sedelmeier, Michelle	Custodial Worker	11/29/2021
10228000-6IV	Trebitowski, Kyle	Police Officer	12/6/2021
10228000-6IV	Schwartz, Zachary	Police Officer	12/6/2021
10228000-6IV	Riggins, Christopher	Police Officer	12/6/2021
10228000-6IV	Johnson Jr, Carl	Police Officer	12/6/2021
22721000-9	Overbee, Peter	Water Service Technician	12/6/2021
52964000-1	Buteyn, Isaac	Staff Engineer	12/13/2021
12059000-7	Campbell, Angela	Registered Nurse	12/20/2021
52010000-10	Metzger, Jeff	Engineering Technician	12/20/2021
23154000-1	Zimmerman, Gregory	Parts and Service Technician	12/20/2021

**Off Probation Entrance:**

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
14339000-6	Schoenfelder, Ty	Park Service Worker	11/30/2020	11/30/2021
52966000-1	Schettler, Danaca	Traffic Engineer/P.E.	11/30/2020	11/30/2021
12961000-1	Soto, Carrie	Patient Intake Supervisor	11/30/2020	11/30/2021
31000000-4	Engler, Gregg	Assistant City Attorney	11/30/2020	11/30/2021
22721000-6	Lauderback, Josef	Water Service Technician	11/30/2020	11/30/2021
22721000-6	Ideker, Andrew	Water Service Technician	11/30/2020	11/30/2021
24530000-6	Nelson, Colby	Mechanic	11/30/2020	11/30/2021
23730000-7	Arnold, Steven	Wastewater Operator	12/7/2020	12/7/2021
12090000-1	Sundvold, Victoria	Environmental Health Specialist	12/14/2020	12/14/2021
10228000-5II	Rech, Jeffrey	Police Officer	9/21/2020	12/21/2021
22725000-3	Hugo, Paul	Water Operator	12/28/2020	12/28/2021
164118000-1	Abu, Mahamadu	Housing Clinic Coordinator	12/28/2020	12/28/2021
12090000-1	Metzger-Nelson, Timea	Environmental Health Specialist	12/28/2020	12/28/2021
22725000-3	Pederson, John	Water Operator	12/28/2020	12/28/2021

**Promotions:**

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
9211000-4	Dykstra, Robert	11/29/2021	Fire Captain	Fire Battalion Chief
9211000-4	Murphy, Michael	11/29/2021	Fire Captain	Fire Battalion Chief
04931000-1A	Stulken, Kimberly	12/6/2021	Talent Relations Coordinator	Employee Relations Manager
11711000-5	Braden, Russell	12/13/2021	Laborer	Equipment Operator

# EXHIBIT B – January 12, 2022

Reporting Period: November 22, 2021 – January 2, 2022

**Off Probation Promotional:**

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
92070000-2A	Evertse, Mitchell	5/31/2021	Firefighter	Fire Apparatus Operator	11/30/2021
92070000-2A	Smidt, Luke	5/31/2021	Firefighter	Fire Apparatus Operator	11/30/2021
92070000-2A	Siebenahler, Jordan	5/31/2021	Firefighter	Fire Apparatus Operator	11/30/2021
9207000-2A	Smith, Jeremy	5/31/2021	Firefighter	Fire Apparatus Operator	11/30/2021
9207000-2A	Olson, Mark	5/31/2021	Firefighter	Fire Apparatus Operator	11/30/2021
10225000-5A	Blankenfeld, Peter	6/14/2021	Police Officer	Police Sergeant	12/14/2021
9203000-3A	Rieland, Scott	6/14/2021	Fire Apparatus Operator	Fire Captain	12/14/2021
9203000-3A	Stark, Ian	6/14/2021	Fire Apparatus Operator	Fire Captain	12/14/2021
9203000-3A	Bosler, William	6/14/2021	Fire Apparatus Operator	Fire Captain	12/14/2021
9203000-3A	Funke, Joseph	6/14/2021	Fire Apparatus Operator	Fire Captain	12/14/2021

**Transfers: None to report**

Eligibility List #	Name	Date Transferred	Former Classification	New Classification

**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
Miles, Tamara	12/27/2021	Social Worker	Care Coordinator
Meyer, Lynn	12/27/2021	Lead Utility Billing Technician	Water Logistics Specialist

**Separations:**

Name	Separation Date	Hire Date	MOU	Classification
Farland, Randy	11/27/21	9/4/90	Fire	Fire Captain
Miller, Rebecca	12/6/21	5/1/18	Police	Animal Control Officer
Cerny, Matthew	12/17/21	6/8/15	Housing	Housing Program Specialist

**Separations within Probation Period:**

Name	Separation Date	Hire Date	MOU	Classification
Faulkner, Andrew	12/7/2021	9/20/21	Police	Police Officer