

**Civil Service Board
MINUTES**

**City Hall
Commission Room-1st Floor
12:00 p.m.**

Wednesday, March 9, 2022

Members Present: Burnley, Roesler and Holmstrom

Members Absent: None

Staff Present: Hannestad and Stulken

Staff Absent: O'Toole

- 1) **The meeting was called to order at 12:12 p.m. on March 9, 2022.**
- 2) **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to approve the January 12, 2022 Meeting Minutes.**

Motion passed unanimously

- 3) **A motion was made by Alayna Holmstrom, seconded by Beth Rosler to approve the 2021 Annual Report.**

Motion passed unanimously

- 4) **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to approve the Personnel Actions as set forth in Exhibit A.**

Motion passed unanimously

- 5) **A motion was made by Alayna Holmstrom, seconded by Beth Roesler to order the personnel actions recorded as set forth in Exhibit B.**

Motion passed unanimously

- 6) **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to extend the eligibility lists as requested for the following positions:**

a. Promo/Transfer 07181000-1A Desktop Support Administrator (9 months)

b. Entrance List 12051000-4 Care Coordinator (3 months)

Motion passed unanimously

A motion was made by Alayna Holmstrom, seconded by Beth Roesler that the Civil Service Board enter Executive Session to discuss personnel issues at 12:20 p.m.

Motion passed unanimously

A motion was made by Beth Roesler, seconded by Alayna Holmstrom to exit Executive Session at 12:23 p.m.

Motion passed unanimously

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

Motion passed unanimously

7) **There was no public comment**

8) **Having no further business, a motion was made by Beth Roesler, seconded by Alayna Holmstrom to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:23 p.m.

The Board will meet on 5/11/2022 at 12:00 p.m. in the Human Resources Conference Room.

Respectfully submitted by Jane Hannestad, Recording Officer

Exhibit A – March 9, 2022
Reporting period: January 3, 2022 – February 20, 2022

Advertising:

POSITION	POSITION
ANIMAL CONTROL OFFICER	MENTAL HEALTH COUNSELOR
COMMUNICATIONS SERVICES LEAD	PARK TECHNICIAN
DIGITAL AND PROGRAMS MANAGER	POLICE OFFICER
ELECTRICIAN/LICENSED	SENIOR ACCOUNTANT/CPA
ENGINEERING TECHNICIAN	SYSTEM ADMINISTRATOR
INFORMATION TECHNOLOGY SYSTEM MANAGER	TRAINING AND DEVELOPMENT COORDINATOR
LANDFILL EQUIPMENT OPERATOR	UTILITY LOCATOR
LEAD PARKING EQUIPMENT SERVICE TECHNICIAN	WATER DISTRIBUTION SYSTEM TECHNICIAN
LIBRARIAN	WATER OPERATOR
LICENSED PRACTICAL NURSE	

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/TRAN SFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
PLUMBING INSPECTION MANAGER		16409000-1A	1/3/2022	4/10/2022	N/A
WASTEWATER OPERATOR	23730000-9		1/10/2022	4/10/2022	N/A
DESKTOP SUPPORT ADMINISTRATOR		07181000-1A	1/11/2022	4/11/2022	Yes, 9 mo
INFORMATION TECHNOLOGY SYSTEM ANALYST	7135000-5		1/18/2022	4/18/2022	N/A
INFORMATION TECHNOLOGY SYSTEM ANALYST			N/A	N/A	N/A
SEWER COLLECTION TECHNICIAN	23570000-12		1/20/2022	4/20/2022	N/A
LEAD UTILITY BILLING TECHNICIAN		22117000-1A	1/24/2022	4/24/2022	No
FACILITIES HVAC TECHNICIAN	6277000-2		1/25/2022	4/25/2022	N/A
UTILITY LOCATOR	20702000-1		1/25/2022	4/25/2022	N/A
CARE COORDINATOR	12051000-4		1/28/2022	4/28/2022	Yes, 3 mo
SENIOR ACCOUNTANT		05131000-3A	2/10/2022	5/10/2022	N/A
SENIOR ACCOUNTANT	0513000-3		2/10/2022	5/10/2022	N/A
POLICE OFFICER	10228000-6V		2/14/2022	N/A	N/A
TRAINING AND DEVELOPMENT COORDINATOR	4164000-1		2/16/2022	5/16/2022	No
TRAINING AND DEVELOPMENT COORDINATOR		4164000-1A	2/16/2022	5/16/2022	No
INFORMATION TECHNOLOGY SYSTEM MANAGER	7062000-2		2/16/2022	5/16/2022	No
INFORMATION TECHNOLOGY SYSTEM MANAGER		7062000-2A	2/16/2022	5/16/2022	N/A

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2022-1	Midmanagement	Delete	Public Health Manager	055	C51
	Midmanagement	Add	Environmental Health Manager	055	C51
	Classified	Add	Communications Services Lead	128	B31
CSB-2022-2	Midmanagement	Delete	Information Technology System Manager	062	C52
	Midmanagement	Add	Information Technology System Manager	062	C51
	Midmanagement	Add	Digital and Programs Manager	180	C51

EXHIBIT B – March 9, 2022
Reporting Period: January 3, 2022 – February 20, 2022

New Hires:

Eligibility List #	Name	Classification	Hire Date
07140000-4	Otten, Tyler	Information Security Administrator	1/3/2022
10108000-10	Herrmann, Micah	Police Records Clerk	1/3/2022
222721000-9	Kunkel, Wade	Water Service Technician	1/3/2022
06285000-9	Cramer, Darren	Custodial Worker	1/3/2022
11711000-5	Klein, Delmar	Equipment Operator	1/3/2022
0713000-5	Dykstra, Joshua	Technical Support Specialist	1/3/2022
10401000-4	Vanderbush, Jill	City Services Technician	1/10/2022
11711000-5	Wright, Alan	Equipment Operator	1/10/2022
21737000-5	Graff, Chevelle	Landfill Scale Operator	1/11/2022
3101000-1	Schlimgen, Catherine	Senior Assistant City Attorney	1/24/2022
52964000-2	Banza, Enoch	Staff Engineer	1/18/2022
2357000-11	Schwartz, Austin	Sewer Collection Technician	1/18/2022
16512000-4	Woldt, Mitchell	Planning & Zoning Specialist	1/24/2022
92100000-3	Abbas, Ethan	Firefighter	1/24/2022
92100000-3	Esser, Bradly	Firefighter	1/24/2022
92100000-3	Hansen, Alec	Firefighter	1/24/2022
92100000-3	Grootenboer, Eric	Firefighter	1/24/2022
92100000-3	Shanker, Kyle	Firefighter	1/24/2022
92100000-3	Rierson, Jesse	Firefighter	1/24/2022
92100000-3	Broughton, Tanner	Firefighter	1/24/2022
92100000-3	Borer, Cruz	Firefighter	1/24/2022
92100000-3	Currier, Alex	Firefighter	1/24/2022
92100000-3	Jensen, Brandin	Firefighter	1/24/2022
92100000-3	Hofer, Kasey	Firefighter	1/24/2022
92100000-3	Miller, Joshua	Firefighter	1/24/2022
92100000-3	Schultz, Brian	Firefighter	1/24/2022
92100000-3	Taggart, Cory	Firefighter	1/24/2022
92100000-3	VandeStouwe, Jason	Firefighter	1/24/2022
22725000-6	Rohrbach, Jarred	Water Operator	1/24/2022
22556000-7	Cockerham, Steven	Water Distribution System Technician	1/24/2022
15022000-8	Miller, Brett	Library Associate	1/31/2022
15022000-8	Felicia, Sophie	Library Associate	1/31/2022
12941000-1	Schindler, Nicole	Nurse Manager	1/31/2022
16506000-1	Schweitzer, Brenda	Transit Program Coordinator	2/7/2022
10089000-9	Smith, Laurie	Animal Control Officer	2/10/2022
10228000-6v	Lensing, Mark	Police Officer	2/14/2022
10228000-6v	Nguyen, Joseph	Police Officer	2/14/2022
10228000-6v	Posada, Juan	Police Officer	2/14/2022
10228000-6v	Ball, Kyle	Police Officer	2/14/2022

EXHIBIT B – March 9, 2022

Reporting Period: January 3, 2022 – February 20, 2022

10228000-6v	Von Holtum, Dylan	Police Officer	2/14/2022
10228000-6v	Fangmann, Kaitlyn	Police Officer	2/14/2022
10228000-6v	Pina, Greg	Police Officer	2/14/2022
10228000-6v	Lundberg, Zachary	Police Officer	2/14/2022
10228000-6v	Benesch, Jeffrey	Police Officer	2/14/2022
10228000-6v	Carrero, Ignacio	Police Officer	2/14/2022
10228000-6v	Prissel, Daniel	Police Officer	2/14/2022
10228000-6v	Szczawinski, Alec	Police Officer	2/14/2022
10228000-6v	Bullerman, Paige	Police Officer	2/14/2022
24735000-1	Jackson, Reis	Vehicle/Equipment Service Worker	2/14/2022
15022000-8	Heithold, Samuel	Library Associate	2/14/2022
23570000-12	Crittenden, Cole	Sewer Collection Technician	2/15/2022

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
10228000-5II	Rech, Jeffrey	Police Officer	9/21/2020	12/21/2021
102288000-5III	Neal, Jackson	Police Officer	10/26/2020	1/26/2022
102288000-5III	Umthun, Justin	Police Officer	10/26/2020	1/26/2022
102288000-5III	Mayer, Keith	Police Officer	10/26/2020	1/26/2022
102288000-5III	Banik, Jason	Police Officer	10/26/2020	1/26/2022
102288000-5III	Olson III, Robert	Police Officer	10/26/2020	1/26/2022
102288000-5III	Eulberg, Austin	Police Officer	10/26/2020	1/26/2022
102288000-5III	Curtis, Michael	Police Officer	10/26/2020	1/26/2022
102288000-5III	Swenson, Shelby	Police Officer	10/26/2020	1/26/2022
102288000-5III	Ahrens, Kaylea	Police Officer	10/26/2020	1/26/2022
11709000-1	Breske, Chase	Street Logistics Technician	1/4/2021	1/4/2022
12097000-5	Gillette, Jalona	Patient Support Technician	1/11/2021	1/11/2022
18070000-3	Mueller, Derek	Housing Program Specialist	1/11/2021	1/11/2022
52010000-8	Orr, Carter	Engineering Technician	1/19/2021	1/19/2022
4039000-2	Pederson, Krystal	Talent Acquisition Coordinator	2/1/2021	2/1/2022
15018000-4	Lien, Sharlene	Branch Librarian	2/8/2021	2/8/2022
12099000-2	Anton, Vica	Billing Specialist	2/8/2021	2/8/2022
08144000-1	Lawrence, Brenda	City Carrier	2/8/2021	2/8/2022
14288000-5	Lewars, Lisa	Recreation Program Specialist	2/16/2021	2/16/2022

EXHIBIT B – March 9, 2022

Reporting Period: January 3, 2022 – February 20, 2022

Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
10225000-6A	Winninger, Jill	1/10/2022	Police Officer	Police Sergeant
10225000-6A	Dunn, Matthew	1/10/2022	Police Officer	Police Sergeant
9211000-4A	Dulaney, Garrett	1/10/2022	Fire Captain	Fire Battalion Chief
16409000-1A	Blain, Justin	1/10/2022	Plumbing Inspector	Plumbing Inspection Manager
22117000-1A	Penrod, Andrena 'Melissa'	1/24/2022	Utility Billing Technician	Lead Utility Billing Technician
7181000-1A	Holiway, Chad	1/24/2022	Technical Support Specialist	Desktop Support Administrator
14337000-2A	Johnson, Joshua	1/24/2022	Park Caretaker	District Parks Supervisor
52041000-4A	Tiggelaar, Rollin	1/24/2022	Water Distribution System Technician	Engineering Technician II
52041000-4	Miller, Christopher	1/24/2022	Engineering Technician	Engineering Technician II
14338000-3A	Haugen, Kelly	2/7/2022	Park Technician	Park Caretaker

Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
22726000-1A	Huber, Victor	7/12/2021	Water Operator	Lead Water Operator Certified	1/12/2022
10225000-5A	DeBoer, Jason	7/26/2021	Police Officer	Police Sergeant	1/26/2022

Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
52968000-2A	Rezac, Nicholas	1/10/2022	Staff Engineer P.E.	Engineering Project Manager
52968000-2A	Miller, Troy	1/10/2022	Traffic Engineer P.E.	Engineering Project Manager

Off Probation – Transfers: None to report

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

EXHIBIT B – March 9, 2022

Reporting Period: January 3, 2022 – February 20, 2022

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Kneip, Mary	1/10/2022	Clinic/Lab Aid (112)	Clinic Lab/Aid (221)
Solomon, Weinshtet	1/10/2022	Clinic/Lab Aid (112)	Clinic Lab/Aid (221)
Buie, Kaylee	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Ellens, Meghan	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Linneweber, Jodi	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Gillette, Jalona	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Spanton, Norma	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Kintzi, Brittany	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Foster, Angela	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Pike, Danielle	1/10/2022	Patient Support Technician (113)	Patient Support Technician (221)
Hartig, Erin	1/10/2022	Clinic Quality Coordinator (C42)	Quality and Performance Improvement Coordinator (C43)
Richardson, Amy	1/10/2022	Public Health Finance and Information Officer	Chief of Health Administration and Performance Management
Collura, Alicia	1/10/2022	Assistant Director of Public Health/Operations	Chief of Clinical Health Services
Kallemeyn, Reanne	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Adam, Kassim	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Adam, Jamal	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Sechser, Edward	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Vostad, Robin	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Ligtenberg, Barry	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Boldt, Sidney	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Haukoos, David	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Davis, Shawn	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Tulowetzke, Mike	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Osman, Jawhar	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Sedelmeier, Michelle	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Anderson, Leo	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Ribas, Jordon	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Kramer, Darren	1/10/2022	Custodial Worker (113)	Custodial Worker (221)
Miller, Dominic	1/24/2022	Public Health Manager	Environmental Health Manager

EXHIBIT B – March 9, 2022

Reporting Period: January 3, 2022 – February 20, 2022

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Edwards, Todd	1/3/2022	3/16/2020	Police	Police Evidence Technician
Stevenson, Justin	1/6/2022	11/28/2016	Library	Librarian
Jensen, David	1/10/2022	2/27/2006	Fire	Fire Battalion Chief
Brown, Thomas	1/12/2022	7/28/1986	Water	Water Operator
Koepp, Jammie	1/14/2022	5/17/1999	Landfill	Landfill Equipment Operator
Frentz, Sandra	1/14/2022	10/7/1985	Health	Public Health Manager
Hatcher, Lon	1/14/2022	6/28/1999	Police	Police Sergeant
Lawrence, Kevin	1/21/2022	9/10/2018	Technology	IT System Manager
Healy, Jane	1/21/2022	9/26/2016	Library	Library Associate
Matthews, John	1/27/2022	7/17/1995	Police	Police Officer
Kallemeyn, Reanne	1/28/2022	11/7/2016	Facilities	Custodial Worker
Morris, Brandon	1/31/2022	1/26/2015	Technology	System Administrator
Haviland, Harlan	2/4/2022	1/25/2016	Public Parking	Lead Parking Equipment Service Technician
Schauer, Luke	2/4/2022	10/13/2015	Police	Police Officer
Jock, Matthew	2/16/2022	2/18/2020	Police	Police Officer

Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Fortunato, Nicole	12/27/2021	11/15/21	Fleet	Vehicle/Equipment Service Worker
Vansurksun, Bradley	1/6/2022	3/29/2021	Technology	IT System Analyst