



**Civil Service Board  
MINUTES**

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

**Wednesday, July 6, 2022**

Members Present: Burnley, Roesler, Holmstrom and Barthel

Members Absent: None

Staff Present: O'Toole, Hannestad and Stulken

Staff Absent: None

- 1) **The meeting was called to order at 12:13 p.m. on July 6, 2022.**
- 2) **A motion was made by Alayna Holmstrom, seconded by Beth Roesler to approve the May 11, 2022. Meeting Minutes.**  
Motion passed unanimously
- 3) **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
- 4) **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
- 5) **A motion was made by Doug Barthel, seconded by Alayna Holmstrom to extend the eligibility lists as requested for the following positions:**
  - a. Entrance List 10089000-11 Animal Control Officer (3 months)Motion passed unanimously
- 6) **A motion was made by Beth Roesler, seconded by Alayna Holmstrom to approve the revisions to the Civil Service Rules (Exhibit D)**  
Motion passed unanimously
- 7) **Public comment**
- 8) **Having no further business, a motion was made by Alayna Holmstrom, seconded by Doug Barthel to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:39 p.m.

The Board will meet on September 14, 2022 at 12:00 p.m. in the Human Resources 2<sup>nd</sup> Floor East Conference Room.

Respectfully submitted by Jane Hannestad, Recording Officer

**Exhibit A – July 6, 2022**  
**Reporting period: May 2, 2022 – June 26, 2022**

**Advertising:**

POSITION	POSITION
BRANCH LIBRARIAN	MENTAL HEALTH COUNSELOR (2)
CHIEF OF HEALTH PROTECTION AND PREVENTION SERVICES	NETWORK ARCHITECT
CITY SERVICES TECHNICIAN	PARKS PLANNING AND PROJECTS MANAGER
CIVIC ANALYTICS (GIS) SPECIALIST	POLICE APPLICATION SPECIALIST
CUSTODIAL SUPERVISOR	POLICE OFFICER
CUSTODIAL WORKER	PRINCIPAL ENGINEER
ENGINEERING PROJECT MANAGER/P.E.	RISK MANAGER
ENGINEERING TECHNICIAN	UTILITY BILLING SUPERVISOR
HOUSING COMPLIANCE SUPERVISOR	WATER DISTRIBUTION SYSTEM TECHNICIAN
HOUSING DEVELOPMENT MANAGER	WATER MAINTENANCE SUPERVISOR
LIBRARIAN	WATER OPERATOR
LICENSED PRACTICAL NURSE	WATER PROGRAM SPECIALIST
MAINTENANCE MECHANIC	

**Eligibility Lists:**

POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
ANIMAL CONTROL OFFICER	10089000-11		5/2/2022	8/2/2022	Yes, 3 mo
PUBLIC HEALTH PREVENTION COORDINATOR	12085000-1		5/3/2022	8/3/2022	No
MAINTENANCE MECHANIC	23577000-3		5/5/2022	8/5/2022	No
POLICE APPLICATION SPECIALIST	10105000-2		5/19/2022	8/19/2022	N/A
FIRE CAPTAIN		92030000-4A	5/23/2022	5/23/2023	No
DENTAL ASSISTANT	12050000-12		5/25/2022	8/25/2022	No
LIBRARY ASSOCIATE	15022000-9		5/26/2022	8/26/2022	No
WATER OPERATOR	22725000-8		6/6/2022	9/6/2022	No
CREATIVE SPECIALIST	08127000-5		6/9/2022	9/9/2022	N/A
MENTAL HEALTH COUNSELOR	12065000-3		6/10/2022	9/10/2022	N/A
BRANCH LIBRARIAN	15018000-7		6/13/2022	9/13/2022	N/A
HOUSING DEVELOPMENT MANAGER	16030000-2		6/14/2022	9/14/2022	N/A
ENGINEERING TECHNICIAN		52010000-12A	6/16/2022	9/16/2022	N/A

**Exhibit A – July 6, 2022**  
**Reporting period: May 2, 2022 – June 26, 2022**

**Classification Plan Amendments:**

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2022-4	Midmanagement	Delete	Neighborhood Revitalization Manager	505	D61
	Midmanagement	Add	Housing Development Manager	030	D61
	Midmanagement	Add	Neighborhood Revitalization Supervisor	505	C51
	Midmanagement	Add	Community Housing Coordinator	418	C42
	Midmanagement	Delete	Community Development Coordinator	417	C43
	Midmanagement	Add	Business Development Coordinator	417	C51
	General	Delete	Housing Clinic Coordinator	418	C42
CSP-2022-5	Midmanagement	Add	Civic Analytics Specialist	045	C42
	Midmanagement	Delete	Civic Analytics Analyst	016	C42
	Midmanagement	Add	Civic Analytics Analyst	016	C43
	Midmanagement	Add	Network Architect	183	C51
	Classified	Delete	Licensing Specialist	400	B31
	Classified	Add	Licensing Specialist	400	B32
	General	Delete	Parks and Recreation Geo Data Specialist	343	C41
	General	Delete	Civic Analytics Specialist	045	C41
	General	Add	Water Program Specialist	543	B32
	General	Delete	Police Records Clerk	108	B21
	General	Add	Police Records Technician	108	B23
	General	Delete	Lead Police Records Clerk	960	B31
	General	Add	Lead Police Records Technician	960	B31
CSP-2022-6	Midmanagement	Add	Parks Planning and Projects Manager	297	C52

**EXHIBIT B – July 6, 2022**  
**Reporting Period: May 2, 2022 – June 26, 2022**

**New Hires:**

Eligibility List #	Name	Classification	Hire Date
05116000-3	Stoltenburg, Samuel	Accountant	5/16/2022
12059000-8	Avitia, Kimberly	Registered Nurse	5/16/2022
22577000-7	Nordstrom, Derrick	Maintenance Mechanic	5/31/2022
12085000-1	Kommers, Shelby	Public Health Prevention Coordinator	5/31/2022
22556000-8	Foster, Wayne	Water Distribution System Technician	6/13/2022

**Off Probation Entrance:**

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
10228000-4III	Pollema, Tanner	Police Officer	2/18/2020	5/2/2022
10228000-5IV	Miller III, Daniel	Police Officer	2/8/2021	5/8/2022
10228000-5IV	Purcell, Justin	Police Officer	2/8/2021	5/8/2022
10228000-5IV	Smith, Michelle	Police Officer	2/8/2021	5/8/2022
10228000-5IV	Wills, Nathan	Police Officer	2/8/2021	5/8/2022
10089000-8	Bunkers, Stacia	Animal Control Officer	5/17/2021	5/17/2022
16501000-2	Gaul, Allen	Building Inspector	5/17/2021	5/17/2022
16511000-1	Tunge, Bradley	Plumbing Inspector	5/17/2021	5/17/2022
05121000-2	Simon, Jill	Business Technician	5/17/2021	5/17/2022
92100000-3I	Arango, Tristan	Firefighter	1/25/2021	5/25/2022
92100000-3I	Bose, Derek	Firefighter	1/25/2021	5/25/2022
92100000-3I	Broughton, Jaydn	Firefighter	1/25/2021	5/25/2022
92100000-3I	Dahlen, Jared	Firefighter	1/25/2021	5/25/2022
92100000-3I	Harris, JaRon	Firefighter	1/25/2021	5/25/2022
92100000-3I	Lyons, Alyssa	Firefighter	1/25/2021	5/25/2022
92100000-3I	Mead, Troy	Firefighter	1/25/2021	5/25/2022
92100000-3I	Schable, Andrew	Firefighter	1/25/2021	5/25/2022
92100000-3I	Van Hofwegen, Joshua	Firefighter	1/25/2021	5/25/2022
92100000-3I	Van Wyhe, Natalie	Firefighter	1/25/2021	5/25/2022
92100000-3I	Weixel, Jeffrey	Firefighter	1/25/2021	5/25/2022
92100000-3I	Wold, Rachel	Firefighter	1/25/2021	5/25/2022
14339000-6	Smith, Adrian	Park Service Worker	6/1/2021	6/1/2022
14339000-6	Brasel, Joy	Park Service Worker	6/1/2021	6/1/2022
16063000-1	Lacock, Fletcher	Urban Planner	6/7/2021	6/7/2022
24530000-8	Engelmann, Darwin	Fleet	6/14/2021	6/14/2022
12962000-1	Berte, Sara	Health	6/21/2021	6/21/2022
52010000-9	Rounds, Travis	Engineering Technician	6/21/2021	6/21/2022

**EXHIBIT B – July 6, 2022**  
**Reporting Period: May 2, 2022 – June 26, 2022**

**Promotions:**

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
5201000-11A	Horn, Justin	5/2/2022	Water Distribution System Technician	Engineering Technician
52041000-5A	Moan, Dan	5/2/2022	Engineering Technician	Engineering Technician II
15023000-7	Earll, Courtney	5/2/2022	Library Associate	Librarian
4039000-3A	Neugebauer, Jenna	5/23/2022	Librarian	Talent Acquisition Coordinator
10225000-6A	Westrum, Chad	5/30/2022	Police Officer	Police Sergeant
10224000-5A	Nyberg, Aaron	5/30/2022	Police Sergeant	Police Lieutenant
10223000-4A	Matia, Terrance	5/30/2022	Police Lieutenant	Police Captain
12067000-5A	Adam, Jamal*	5/30/2022	Custodial Worker	Licensed Practical Nurse
92030000-4A	Wall, Andrew	5/30/2022	Fire Apparatus Operator	Fire Captain
92030000-4A	Vosburg, Cody	5/30/2022	Fire Apparatus Operator	Fire Captain
92030000-4A	Rahm, James	5/30/2022	Fire Apparatus Operator	Fire Captain
92030000-4A	Paszkiwicz, Phillip	5/30/2022	Fire Apparatus Operator	Fire Captain
92030000-4A	Hoekman, Timothy	5/30/2022	Fire Apparatus Operator	Fire Captain
92030000-4A	Fischer, Johnnie	5/30/2022	Fire Apparatus Operator	Fire Captain
92030000-4A	Deck, Darryn	5/30/2022	Fire Apparatus Operator	Fire Captain
10012000-2A	Cook, Nicholas	6/13/2022	Police Lieutenant	Assistant Police Chief
10224000-5A	Forster, Robert	6/13/2022	Police Sergeant	Police Lieutenant
10225000-6A	Hunt, Kenneth	6/13/2022	Police Officer	Police Sergeant

\*Returned to former position of Custodial Worker within 30 days per AFSCME Article 13

**Off Probation Promotional:**

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
11712000-3A	Kennedy, Shawn	11/15/2021	Equipment Operator	Lead Equipment Operator	5/15/2022
22557000-3A	Prins, Colby	11/15/2021	Water Distribution System Technician	Lead Water Distribution System Technician	5/15/2022
11711000-5	Braden, Russell	12/13/2021	Laborer	Equipment Operator	6/13/2022

**Transfers:**

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
14339000-8A	Eade, Jeremy	5/2/2022	Water Distribution System Technician	Park Technician
07135000-6A	Friedbauer, Daniel	5/16/2022	Utility Billing Supervisor	IT System Analyst

**EXHIBIT B – July 6, 2022**  
**Reporting Period: May 2, 2022 – June 26, 2022**

**Off Probation – Transfers: None to report**

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
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**Reassignments/Reclassifications:**

Name	Date	Former Classification	New Classification
Tobias, Matthew	5/2/2022	Neighborhood Revitalization Manager	Neighborhood Revitalization Supervisor
Abu, Amos	5/2/2022	Housing Clinic Coordinator	Community Housing Coordinator
Powers, Dustin	5/2/2022	Community Development Coordinator	Business Development Coordinator
Wynthein, Joan	5/16/2022	Police Records Clerk	Police Records Technician
Moore, Shirrel	5/16/2022	Police Records Clerk	Police Records Technician
Purkapile, Katrina	5/16/2022	Police Records Clerk	Police Records Technician
Bartels, Shelly	5/16/2022	Police Records Clerk	Police Records Technician
Briggs, Christopher	5/16/2022	Police Records Clerk	Police Records Technician
Langenfeld, Molly	5/16/2022	Police Records Clerk	Police Records Technician
Fajardo, Adriana	5/16/2022	Police Records Clerk	Police Records Technician
Weber, Baleigh	5/16/2022	Police Records Clerk	Police Records Technician
Herrmann, Micah	5/16/2022	Police Records Clerk	Police Records Technician
Bradner, Kelly	5/16/2022	Police Records Clerk	Police Records Technician
Bjergaard, Laura	5/16/2022	Lead Police Records Clerk	Lead Police Records Technician
Anderson, Christopher	5/16/2022	Civic Analytics Specialist (GN 341)	Civic Analytics Specialist (MM 342)
Brynjulson, Austin	5/16/2022	Civic Analytics Specialist (GN 341)	Civic Analytics Specialist (MM 342)
Profir, Aileen	5/16/2022	Civic Analytics Specialist (GN 341)	Civic Analytics Specialist (MM 342)
Schmunk, Joseph	5/16/2022	Civic Analytics Specialist (GN 341)	Civic Analytics Specialist (MM 342)
Winterfeld, Bret	5/16/2022	Civic Analytics Analyst (MM 342)	Civic Analytics Analyst (MM 343)
Vandeber, Darin	5/16/2022	Civic Analytics Analyst (MM 342)	Civic Analytics Analyst (MM 343)
Krause, Chelsea	5/16/2022	Civic Analytics Analyst (MM 342)	Civic Analytics Analyst (MM 343)
Palmer, Jamie	5/16/2022	Licensing Specialist (CL 231)	Licensing Specialist (CL 232)

**EXHIBIT B – July 6, 2022**  
**Reporting Period: May 2, 2022 – June 26, 2022**

**Separations:**

Name	Separation Date	Hire Date	MOU	Classification
Sorensen, Taylor	5/9/2022	1/27/2020	Fire	Firefighter
Meyer, Rita	5/13/2022	10/13/1998	Parks & Recreation	Administrative Assistant
Clarke, Jason	5/14/2022	1/12/2015	Fire	Firefighter
Pederson, Krystal	5/12/2022	2/1/2021	Human Resources	Talent Acquisition Manager
Holsen, Grace	5/27/2022	3/10/2014	Communications	Communications & Marketing Manager
McIntire, David	5/27/2022	12/2/1996	Police	Police Captain
Anderson, Kurt	5/31/2022	3/5/2001	Water	Water Maintenance Supervisor
Hatch, Dylan	6/2/2022	10/22/20018	Fire	Firefighter
Hoekstra, Kyle	6/10/2022	7/14/1997	Police	Assistant Police Chief
Slaven, Gregory	6/10/2022	7/14/1997	Police	Police Officer
Iverson, Michael	6/10/2022	7/14/1997	Police	Police Officer
Even, Jeff	6/10/2022	8/13/1990	Water	Lead Water Operator
Hagen Kelly, Jeanine	6/10/2022	1/6/1997	Communications	Document Specialist
Runyan, Todd	6/10/2022	7/14/1997	Police	Police Officer
DeWit, Lora	6/15/2022	3/10/2014	Health	LPN
DeMarrias, LaVern	6/16/2022	11/26/2001	Street	Equipment Operator
Ahlers, Elizabeth	6/24/2022	5/31/2011	Communications	Digital Services Coordinator
Harms, Rodney	6/24/2022	4/1/1992	Engineering	Principal Engineer
Miller, Daniel	6/25/2022	2/8/2021	Police	Police Officer

**Separations within Probation Period:**

Name	Separation Date	Hire Date	MOU	Classification
Prissell, Daniel	5/23/2022	2/14/2022	Police	Police Officer
Posada, Juan	5/30/2022	2/14/2022	Police	Police Officer