

**Civil Service Board
MINUTES**

City Hall
Human Resources – Mayor’s Conference Room
12:00 p.m.

Wednesday, March 13, 2024

Members Present: Burnley, Roesler, Holmstrom & Barthel

Members Absent:

Staff Present: O’Toole, Frey and Stulken

- 1) **The meeting was called to order at 12:12 p.m. on March 13, 2024.**
- 2) **A motion was made by Alyana Holmstrom seconded by Doug Barthel to approve the January 10, 2024 meeting minutes.**
Motion passed unanimously
- 3) **A motion was made by Doug Barthel seconded by Beth Roesler to approve the 2023 Annual Report.**
Motion passed unanimously
- 4) **A motion was made by Beth Roesler seconded by Alayna Holmstrom to order the personnel actions recorded as set forth in Exhibit A.**
Motion passed unanimously
- 5) **A motion was made by Doug Barthel 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 approve Exhibit D.**
Motion passed unanimously
A motion was made by Alayna Holmstrom seconded by Doug Barthel that the Civil Service Board enter Executive Session to discuss personnel issues at 12:33 p.m.
Motion passed unanimously
A motion was made by Beth Roesler seconded by Doug Barthel to exit Executive Session at 12:45 p.m.
Motion passed unanimously
A motion was made by Doug Barthel seconded by Beth Roesler to order the disciplinary actions as set forth in Exhibit C to be recorded.
Motion passed unanimously
- 7) **Public comment**
- 8) **Having no further business, a motion was made by Alayna Holmstrom seconded by Beth Roesler to adjourn the meeting.**
Motion passed unanimously

Meeting was adjourned at 12:46 p.m.

The Board will meet on May 8, 2024 at 12:00 p.m. in the Human Resources 2nd Floor Dakota Room.

Respectfully submitted by Mandy Frey, Recording Officer
AN EQUAL OPPORTUNITY EMPLOYER/SERVICE PROVIDER.

Exhibit A – March 13, 2024
Reporting period: December 11, 2023 – February 11, 2024

Advertising:

POSITION	POSITION
Animal Control Officer	Park Caretaker
Arts Coordinator	Park Development Specialist
Assistant Library Director	Park Technician (2)
City Services Technician	Patient Access Supervisor
Creative Services Manager	Patient Support Technician
District Park Supervisor	Police Officer
Engineering Technician (3)	Police Records Technician
Engineering Technician II	Public Health Director
Forensic Specialist	Registered Nurse (2)
Health Program Manager	Senior Planner
Health Systems Analyst	Sewer Collection Technician (2)
Homeless Services Coordinator	Traffic Sign Technician
Information Technology Support Supervisor	Vehicle Technologist
Information Technology System Analyst	Wastewater Operations Manager
Library Associate (3)	Water Distribution System Technician
Neighborhood Services Manager	Water Operator (2)
Nurse Manager	

Eligibility Lists:

POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
APPLICATIONS SPECIALIST	7105000-1		12/14/2023	3/14/2024	N/A
FACILITIES ELECTRICIAN/LICENSED	6279000-4		12/14/2023	3/14/2024	N/A
CUSTODIAL WORKER	6285000-16		12/18/2023	3/18/2024	N/A
CONTROLS SYSTEM SPECIALIST	23576000-3		12/19/2023	3/19/2024	N/A
PLANS EXAMINER MANAGER		16507000-1A	12/21/2023	3/21/2024	N/A
EQUIPMENT OPERATOR	11711000-8		12/26/2023	3/26/2024	N/A
WASTEWATER OPERATOR	23730000-10		1/4/2024	4/4/2024	N/A
RESIDENTIAL PLANS EXAMINER	16502000-2		1/5/2024	4/5/2024	N/A
FIREFIGHTER	92100000-5		1/8/2024	N/A	N/A
INTERNAL COMMUNICATIONS STRATEGIST	8172000-1		1/10/2024	4/10/2024	N/A
ENGINEERING TECHNICIAN II		52041000-7A	1/11/2024	4/11/2024	N/A
INFORMATION TECHNOLOGY SUPPORT SUPERVISOR		7138000-1A	1/17/2024	4/17/2024	N/A
DISTRICT PARK SUPERVISOR		14337000-3A	1/18/2024	4/18/2024	N/A
CITY SERVICES TECHNICIAN	10401000-12		1/19/2024	4/19/2024	N/A
NURSE MANAGER		12941000-2A	1/22/2024	4/22/2004	N/A
POLICE RECORDS TECHNICIAN	10108000-15		1/24/2024	4/24/2024	No
LIBRARY ASSOCIATE	15022000-16		1/25/2024	4/25/2024	N/A
ANIMAL CONTROL OFFICER	10089000-17		1/26/2024	4/26/2024	No
PATIENT SUPPORT TECHNICIAN	12097000-10		2/7/2024	5/7/2024	N/A
SEWER COLLECTION TECHNICIAN	23570000-16		2/8/2024	5/8/2024	N/A

Exhibit A – March 13, 2024
Reporting period: December 11, 2023 – February 11, 2024

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2023-16	Midmanagement	Add	Arts Coordinator	508	C42
	Midmanagement	Delete	Assistant Library Director	026	D61
	Midmanagement	Add	Assistant Library Director	026	D62
CSP-2023-17	Midmanagement	Add	Neighborhood Services Manager	505	C51
	Midmanagement	Delete	Neighborhood Revitalization Supervisor	505	C51
CSP-2024-1	Midmanagement	Add	Communications Project Manager	174	C43
	Midmanagement	Delete	Communications Services Supervisor	156	C42
	Midmanagement	Add	Creative Production Supervisor	156	C42
	Midmanagement	Delete	CityLink Producer	139	C42
	Midmanagement	Add	Digital Media Producer	139	C42
	Classified	Delete	Communications Services Lead	128	B31
	Classified	Add	Creative Production Specialist	175	B24

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EXHIBIT B – March 13, 2024

Reporting Period: December 11, 2023 – February 11, 2024

New Hires:

Eligibility List #	Name	Classification	Hire Date
03101000-5	Engel, Amanda	Senior Assistant City Attorney	12/18/2023
03101000-5	Mulder, Amber	Senior Assistant City Attorney	12/18/2023
22602000-4	Wolterstorff, Abby	Water Quality Analyst	12/18/2023
21737000-8	Fahy, Melissa	Landfill Scale Operator	12/18/2023
16415000-3	Parsons, Jonathan	Property Maintenance Inspector	12/26/2023
07135000-9	Buss, Anthony	Information Technology System Analyst	12/26/2023
	Shumate, Ryan	Metro Communications Operator	1/1/2024
	Damm, Alexis	Metro Communications Operator	1/1/2024
	Kruger, Samantha	Metro Communications Operator	1/1/2024
	Schreier, Madeline	Metro Communications Operator	1/1/2024
	Bohler, Kurtis	Metro Communications Operator	1/1/2024
	Bench-Bresher, Cade	Metro Communications Operator	1/1/2024
	Denning, Julie	Metro Communications Operator	1/1/2024
	Drowser, Aja	Metro Communications Operator	1/1/2024
	Grush-Wolf, Kessa	Metro Communications Operator	1/1/2024
	Halling, Kyrstyn	Metro Communications Operator	1/1/2024
	Korthals, Dayna	Metro Communications Operator	1/1/2024
	Ross, Vincent	Metro Communications Operator	1/1/2024
	Erickson, Haley	Metro Communications Operator	1/1/2024
	Runge, Jessalyn	Metro Communications Operator	1/1/2024
	Lepper, Morgan	Metro Communications Operator	1/1/2024
	Senlouangrat, Jashala	Metro Communications Operator	1/1/2024
	Larson, Holly	Metro Communications Operator	1/1/2024
	Stoffers, Danielle	Metro Communications Operator	1/1/2024
	Harris, Jason	Metro Communications Operator	1/1/2024
	Derdall, Rebecca	Metro Communications Operator	1/1/2024
	Tran, Jinny	Metro Communications Operator	1/1/2024
	Johnson, Teresa	Metro Communications Operator	1/1/2024
	Dykstra, Chad	Metro Communications Operator	1/1/2024
	Kimball, Taylor	Metro Advanced Communications Operator	1/1/2024
	Roe, David	Metro Advanced Communications Operator	1/1/2024
	Simon, Sarah	Metro Advanced Communications Operator	1/1/2024
	Snyder, Wesley	Metro Advanced Communications Operator	1/1/2024
	Worlie, Talon	Metro Advanced Communications Operator	1/1/2024
	Kennerly, Stephanie	Metro Advanced Communications Operator	1/1/2024
	Helgeson, Eric	Metro Advanced Communications Operator	1/1/2024
	Logan, Robyn	Metro Advanced Communications Operator	1/1/2024
	Peck, Matthea	Metro Shift Lead	1/1/2024
	Trainer, Ryan	Metro Shift Lead	1/1/2024
	Fettes, Tyler	Metro Shift Lead	1/1/2024
	Wegner, Taylor	Metro Shift Lead	1/1/2024

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Reporting Period: December 11, 2023 – February 11, 2024

	Mikkelsen, Kara	Metro Shift Lead	1/1/2024
	Wiederich, Chelsea	Metro Shift Lead	1/1/2024
	Rust, Timothy	Metro Shift Lead	1/1/2024
	Bunger, Adam	Metro Shift Lead	1/1/2024
	Giles, LeNora	Metro Shift Lead	1/1/2024
	Chase, Aimee	Metro Administrator	1/1/2024
	Harrison, Jennifer	Metro Supervisor	1/1/2024
	Schleis, Tim	Metro Supervisor	1/1/2024
	Tooley, Matthew	Radio Communications Analyst	1/1/2024
	Meyer, Jason	Metro Supervisor	1/1/2024
	Reker, Ona	Business Analyst	1/1/2024
	Genzlinger, Roxanne	Business Technician (RPT)	1/1/2024
92100000-5	McClure, Brody	Firefighter	1/8/2024
92100000-5	Robinson, Jermine	Firefighter	1/8/2024
92100000-5	Garcia Garcia, Victor	Firefighter	1/8/2024
92100000-5	Jump, Adrian	Firefighter	1/8/2024
92100000-5	Segundo, Juan	Firefighter	1/8/2024
92100000-5	Bonilla Gonzalez, Gustavo	Firefighter	1/8/2024
92100000-5	Jarvis, Mac	Firefighter	1/8/2024
92100000-5	Preciado, Santino	Firefighter	1/8/2024
92100000-5	Miller, Justin	Firefighter	1/8/2024
92100000-5	Roghair, Lee	Firefighter	1/8/2024
92100000-5	Carnahan, Drake	Firefighter	1/8/2024
92100000-5	Margeson, Michael	Firefighter	1/8/2024
92100000-5	Cox, Alexander	Firefighter	1/8/2024
21711000-1	Dawley, Chandler	Equipment Operator	1/8/2024
12056000-1	Schmidt, Breanna	Public Health Scientist II	1/22/2024
52968000-7	Riedel, Jill	Engineering Project Manager	1/22/2024
12097000-9	Williams, Leslie	Patient Support Technician	1/22/2024
12179000-1	Blotz, Kyle	Health System Analyst	1/22/2024
23576000-3	Crawford, Tyler	Controls System Specialist	1/29/2024
06279000-4	Kayser, Timothy	Facilities Electrician/Certified	2/5/2024

EXHIBIT B – March 13, 2024

Reporting Period: December 11, 2023 – February 11, 2024

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
4036000-1	Frey, Amanda	Talent Manager	12/12/2022	12/12/2023
22725000-10	Gage, Jesse	Water Operator	12/12/2022	12/12/2023
14339000-9	Lovro, Ryan	Park Technician	12/19/2022	12/19/2023
14339000-9	Christensen Lucas, Cal	Park Technician	12/19/2022	12/19/2023
14339000-9	Terry, Omar	Park Technician	12/19/2022	12/19/2023
07136000-2	Wagner, Keith	Network Engineer	12/28/2022	12/28/2023
10108000-11	Glenn, Justin	Police Records Technician	12/28/2022	12/28/2023
07185000-1	De Thury, Aaron	Technology Project Manager	1/4/2023	1/4/2024
713000-6	Van Ruler, Logan	Technical Support Specialist	1/4/2023	1/4/2024
16512000-5	Lancto, Maria	Planning and Zoning Specialist	1/4/2023	1/4/2024
15022000-11	Bates, Patricia	Library Associate	1/5/2023	1/5/2024
15022000-11	Kenny, Terry	Library Associate	1/5/2023	1/5/2024
15022000-11	Tanis, Leah	Library Associate	1/9/2023	1/9/2024
22577000-10	Day, Michael	Maintenance Mechanic	1/9/2023	1/9/2024
11711000-6	Winter, Brandon	Equipment Operator	1/11/2023	1/11/2024
713000-6	Mork, James	Technical Support Specialist	1/17/2023	1/17/2024
23600000-3	Seymour, Micah	Environmental Technician	1/23/2023	1/23/2024
92100000-4	Duerksen, Cody	Firefighter	1/23/2023	1/23/2024
92100000-4	Vollink, Clavin	Firefighter	1/23/2023	1/23/2024
92100000-4	Jacobsma, Dalton	Firefighter	1/23/2023	1/23/2024
92100000-4	Wagner, Joshua	Firefighter	1/23/2023	1/23/2024
92100000-4	Egger, Lane	Firefighter	1/23/2023	1/23/2024
92100000-4	Myers, Amadu	Firefighter	1/23/2023	1/23/2024
92100000-4	Bogdan, Iskenderov	Firefighter	1/23/2023	1/23/2024
92100000-4	Dahl, Conrad	Firefighter	1/23/2023	1/23/2024
92100000-4	DeBoer, Jordan	Firefighter	1/23/2023	1/23/2024
92100000-4	Leekley, Michael	Firefighter	1/23/2023	1/23/2024
92100000-4	King, Ryan	Firefighter	1/23/2023	1/23/2024
92100000-4	Schilling, Thomas	Firefighter	1/23/2023	1/23/2024
92100000-4	Brummett, Cameron	Firefighter	1/23/2023	1/23/2024
92100000-4	Montileaux, Sean	Firefighter	1/23/2023	1/23/2024
8157000-3A	Forster, Megan	Communications Strategist	1/23/2023	1/23/2024
15022000-11	Nicoski, Elena	Library Associate	1/30/2023	1/30/2024
23576000-2	Riordan, Matthew	Controls Technician	1/30/2023	1/30/2024

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Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
92070000-5A	Ashley, Matthew	12/11/2023	Firefighter	Fire Apparatus Operator
92070000-5A	Wallace, David	12/11/2023	Firefighter	Fire Apparatus Operator
92030000-5A	Smidt, Luke	12/11/2023	Fire Apparatus Operator	Fire Captain
16415000-3A	Tiggelaar, Rollin	12/11/2023	Engineering Technician II	Property Maintenance Inspector
16501000-3A	Kirkwold, Paul	12/11/2023	Residential Plans Examiner	Building Inspector
52970000-2A	Traupel, Nicholas	12/11/2023	Engineering Technician II	Engineering Services Coordinator
22557000-4	Lewis, Joshua	12/25/2023	Water Distribution System Technician	Lead Water Distribution System Tech/Certified
4034000-1	Neeb, Linda	12/25/2023	City Services Technician	Payroll/Benefits Specialist
9212000-4	Dulaney, Garrett	1/8/2024	Fire Battalion Chief	Fire Division Chief
10223000-5	Petersen, Adam	1/22/2024	Police Lieutenant	Police Captain
10225000-8	Schmeichel, Rachel	1/22/2024	Police Officer	Police Sergeant
10225000-8	German, Cole	1/22/2024	Police Officer	Police Sergeant
10225000-8	Cook, Matthew	1/22/2024	Police Officer	Police Sergeant
10224000-6	Speckmeier, Jessica	1/22/2024	Police Sergeant	Police Lieutenant
10224000-6	Van Roekel, Scott	1/22/2024	Police Sergeant	Police Lieutenant
14342000-3A	Brady, Nicholas	1/22/2024	Recreation Program Specialist	Park Supply Specialist
16507000-1A	Brink, Chad	1/22/2024	Plans Examiner	Plans Examiner Manager
14339000-11A	Kirstein, Daniel	1/22/2024	Sewer Collection Technician	Park Technician
10112000-7	Haffeman, Dustin	1/22/2024	Police Evidence Technician	Forensic Specialist
07138000-1A	Schnaible, Matt	2/5/2024	Information Technology System Analyst	Information Technology Support Supervisor
5204100-7A	Horn, Justin	2/5/2024	Engineering Technician	Engineering Technician II
92070000-5A	Kolda, Kyle	2/5/2024	Firefighter	Fire Apparatus Operator

Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
10225000-7A	Wilson, Devon	6/12/2023	Police Officer	Police Sergeant	12/12/2023
10225000-7A	Prostrollo, Peter	6/13/2023	Police Officer	Police Sergeant	12/13/2023
04930000-3	Pereira Da Silva, Ruben	6/26/2023	Recreation Program Specialist	Safety and Risk Coordinator	12/26/2023
22725000-11	Foster, Wayne	6/26/2023	Water Distribution System Technician	Water Operator	12/26/2023
22719000-2	McDonnel, Caden	7/10/2023	Water Service Technician	Lead Water Service Technician	1/10/2024
10225000-7A	Meath, Joseph	8/7/2023	Police Officer	Police Sergeant	2/7/2024

EXHIBIT B – March 13, 2024

Reporting Period: December 11, 2023 – February 11, 2024

Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
92100000-5	Rech, Jeffrey	1/8/2024	Police Officer	Firefighter
92100000-5	Peterson, Keaton	1/8/2024	Fire Protection Equipment Technician	Firefighter

Off Probation – Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
15022000-14A	Allard, Laura	8/7/2023	Branch Librarian	Library Associate	2/7/2024

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Marzolf, Jason	12/11/2023	Fire Battalion Chief	Fire Division Chief
Gramlick, Michael	12/11/2023	Fire Division Chief	Assistant Fire Chief
Bukovich, Mark	12/11/2023	Fire Division Chief	Assistant Fire Chief
Konda, Timothy	1/8/2024	Business and Project Manager	Budget Officer
Rust, Scott	1/8/2024	Purchasing Manager	Procurement Officer
Sohl, Laurie	1/8/2024	Civic Analytics Manager	Civic Analytics and Data Officer
Kolb, Kevin	1/22/2023	Communications Services Lead (B31)	Creative Production Specialist (B24)
Kiesow, John	1/22/2023	Communications Services Supervisor	Creative Production Supervisor
Murphy, Richard	1/22/2024	CityLink Producer	Digital Media Producer
Bork, Andrew	1/22/2024	CityLink Producer	Digital Media Producer

EXHIBIT B – March 13, 2024

Reporting Period: December 11, 2023 – February 11, 2024

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Buie, Kaylee	12/15/2023	8/13/2018	Health	Patient Support Technician
Horn, Amy	12/29/2023	7/19/2021	PW Engineering	City Services Technician
Wiebelhaus, Brianna	12/20/2023	11/26/2018	Police Lab	Forensic Specialist II
Soto, Carrie	1/5/2024	11/30/20	Health	Patient Access Supervisor
Ketcham, Gary	1/16/2024	09/24/07	Public Works	Equipment Operator
Chabot, Pat	1/19/2024	09/24/90	Library	Library Associate
Brown, Paula	1/19/2024	05/24/99	PW/Water	Chemist
Backer, Kurt	1/19/2024	03/20/00	Fire	Firefighter
Booth, Brent	1/19/2024	07/14/97	Police	Police Officer
Bakken, Troy	1/19/2024	01/31/94	PW/Street	Equipment Operator
Weelborg, Richard	1/26/2024	11/02/20	Technology	Chief Technology Officer
Kettwig, Kobe	1/26/2024	11/07/22	PW/Traffic	Traffic Sign Technician
Strom, Reed	1/30/2024	03/19/01	Fire	Fire Apparatus Operator
Hugo, Paul	2/2/2024	12/28/20	PW/Water	Water Operator

Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Turner, Stan	12/11/2023	11/20/2023	Technology	Information Security Manager
Wood, Avare	12/13/2023	8/7/2023	Police	Police Records Technician
Gonzalez, Denny	12/14/2023	7/31/2023	Police	Police Officer
Brandt, Nicole	12/21/2023	5/1/2023	Health	Registered Nurse
Damm, Alexis	1/2/2024	5/8/2023	Fire	Metro Communications Operator
Hunter, Owen	1/2/2024	6/26/2023	PW/Water Reclamation	Sewer Collection Technician
Anderson, Max	1/25/2024	7/31/2023	Police	Police Officer
Felix, Marky	1/30/2024	7/31/2023	Police	Police Officer
Reese, Roy	2/2/2024	7/31/2023	Police	Police Officer
Roberts, Carter	2/9/2024	2/21/2023	Parks & Recreation	Park Development Specialist

Exhibit D**Date:** February 12, 2024**To:** Bo Mortensen, IAFF
Jason Holbeck, FOP
Jason Ness, AFSCME**CC:** Bill O'Toole, Human Resources Director
Mandy Frey, Talent Manager
Matt McAreavey, Fire Chief
Mike Gramlick, Assistant Fire Chief
Steve Fessler, Fire Division Chief
Jon Thum, Police Chief
Nick Cook, Assistant Police Chief**From:** Kim Stulken, Talent Manager**Re:** Proposed Revisions to Civil Service Rules – Promotion/Transfer Civil Service Process

Notice is hereby provided regarding proposed revisions to the Civil Service Rules that will be considered by the Civil Service Board at their meeting scheduled for March 13, 2024.

The proposed revisions are as follows:

- Rule 6, Promotion/Transfer: “g” remove current promotional process language for Fire Apparatus Operator and add Fire Apparatus Operator Promotional Examination Scoring section.
- Rule 6, Promotion/Transfer: “g” remove current promotional process language for Fire Captain and add Fire Captain Promotional Examination Scoring section.
- Rule 6, Promotion/Transfer: “g” remove current promotional process language for Fire Inspector and add Fire Inspector Promotional Examination Scoring section.

If you have questions or comments regarding the proposed revisions, please direct them to Fire Division Chief Steve Fessler or me by Tuesday, March 12, 2024. Thank you.

ATTACHMENT: CIVIL SERVICE RULES WITH PROPOSED REVISIONS