

**Civil Service Board
MINUTES**

City Hall
Human Resources – Dakota Conference Room
12:00 p.m.

Wednesday, September 11, 2024

Members Present: Burnley, Roesler, Holmstrom & Barthel

Members Absent:

Staff Present: O'Toole, Frey and Stulken

- 1) **The meeting was called to order at 12:10 p.m. on September 11, 2024.**
- 2) **A motion was made by Alayna Holmstrom seconded by Doug Barthel to approve the July 10, 2024 meeting minutes.**
Motion passed unanimously
- 3) **A motion was made by Doug Barthel seconded by Beth Roesler to order the personnel actions recorded as set forth in Exhibit A.**
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 B.**
Motion passed unanimously
- 5) **A motion was made by Alayna Holmstrom seconded by Doug Barthel to extend the eligibility lists as requested for the following positions:**
 - a. Entrance List 7130000-9 Technical Support Specialist (6 months)
 - b. Promo/Transfer List 24574000-2A Lead Mechanic (9 months)

Motion passed unanimously

A motion was made by Doug Barthel 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 Roesler to exit Executive Session at 12:25 p.m.

Motion passed unanimously

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

Motion passed unanimously

- 6) **Public comment**
- 7) **Having no further business, a motion was made by Doug Barthel seconded by Beth Roesler to adjourn the meeting.**

Motion passed unanimously

Meeting was adjourned at 12:26 p.m.

The Board will meet on November 13, 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 – September 11, 2024
Reporting period: June 17, 2024 – August 18, 2024

Advertising:

POSITION	POSITION
Animal Control Officer	Lead Equipment Operator
Application Specialist	Lead Mechanic
Budget Analyst	Library Associate (4)
Building Maintenance Worker	Metro Communications Operator
Business Analyst	Park Operations Manager
Chief Building Official	Patient Support Technician
Civic Analytics Analyst	Planning & Zoning Specialist
Dental Assistant (2)	Police Officer
Digital Communications Specialist	Police Sergeant
Digital Content Coordinator	Public Health Program Manager
Engineering Logistics Specialist	Recreation Center Coordinator
Engineering Technician II	Recreation Program Specialist (2)
Equipment Operator (3)	Recreation Program Specialist (2)
Fire Apparatus Operator	Sewer Collection Technician
Housing Program Specialist	Street Maintenance Supervisor
Journey Lineworker	Traffic Sign Technician
Landfill Environmental Technician	Utility Services and Parking Technician
Landfill Environmental Technician	Water Distribution System Technician
Lead Building Maintenance Worker	Water Service Technician

Eligibility Lists:

Exhibit A – September 11, 2024
Reporting period: June 17, 2024 – August 18, 2024

POSITION	ENTRANCE LIST	PROMO/TRANSFER LIST	DATE ESTABLISHED	DATE EXPIRED	EXTEND Y/N
TRAFFIC SIGNAL TECHNICIAN		20545000-2A	6/21/2024	9/21/2024	N/A
TECHNICAL SUPPORT SPECIALIST	7130000-9		6/21/2024	9/21/2024	Yes 6 months
FLEET SUPERVISOR		24528000-4A	6/26/2024	9/26/2024	N/A
LEAD UTILITY SERVICES PARKING TECHNICIAN		22117000-2A	7/1/2024	10/1/2024	N/A
BIOSOLIDS TECHNICIAN	23716000-2		7/8/2024	10/8/2024	N/A
PUBLIC DROP OFF ATTENDANT	21605000-3		7/11/2024	10/11/2024	N/A
PROPERTY MAINTENANCE INSPECTOR		16415000-4A	7/12/2024	10/12/2024	N/A
ENGINEERING PROJECT MANAGER		52968000-8A	7/16/2024	10/16/2024	N/A
ENGINEERING PROJECT MANAGER	52968000-8		7/16/2024	10/16/2024	N/A
SEWER COLLECTION TECHNICIAN	23570000-20		7/22/2024	10/22/2024	N/A
BUSINESS ANALYST	5118000-5		7/23/2024	10/23/2024	N/A
FIRE MEDICAL OFFICER	9198000-1		7/24/2024	10/24/2024	N/A
DENTAL ASSISTANT	1205000-17		7/25/2024	10/25/2024	N/A
DENTAL HYGIENIST REGULAR PART TIME	12048000-8		7/25/2024	10/25/2024	N/A
LEAD MECHANIC		24574000-2A	7/26/2024	10/26/2024	Yes 9 months
LEAD MECHANIC	24574000-2		7/26/2024	10/26/2024	N/A
PATIENT SUPPORT TECHNICIAN	12097000-13		7/29/2024	10/29/2024	N/A
PARK OPERATIONS MANAGER		14952000-3A	7/31/2024	10/31/2024	N/A
PLANNING AND ZONING SPECIALIST	16512000-7		8/1/2024	11/1/2024	N/A
TRAFFIC SIGN TECHNICIAN		20546000-4A	8/2/2024	11/2/2024	N/A
ANIMAL CONTROL OFFICER	10089000-18		8/5/2024	11/5/2024	N/A
LEAD EQUIPMENT OPERATOR		11712000-5A	8/7/2024	11/7/2024	N/A
WATER DISTRIBUTION SYSTEM TECHNICIAN	22556000-14		8/12/2024	11/12/2024	N/A
DIGITAL COMMUNICATION SPECIALIST	8129000-1		8/14/2024	11/14/2024	N/A
EQUIPMENT OPERATOR	11711000-10		8/15/2024	11/15/2024	N/A
EQUIPMENT OPERATOR		11711000-10A	8/15/2024	11/15/2024	N/A

Classification Plan Amendments:

EO #	GROUP	ACTION	JOB TITLE	OCC CODE	SCALE
CSP-2024-10	Midmanagement	Delete	Vector Control Program Coordinator	027	C42
	Midmanagement	Add	Public Health Program Coordinator	027	C42
CSP-2024-11	General	Delete	Line Worker	523	C42C
	General	Add	Journey Line Worker	523	C42C
CSP-2024-12	Midmanagement	Delete	Chief Technology Officer	142	D63
	Midmanagement	Add	Chief Technology Officer	142	D72
	Midmanagement	Delete	Assistant Director of Finance	141	D63
	Midmanagement	Add	Assistant Director of Finance	141	D72
	Midmanagement	Delete	Public Health Program Coordinator	027	C42
	Midmanagement	Add	Public Health Program Manager	027	C52
CSP-2024-13	Midmanagement	Add	Digital Content Coordinator	176	C42
	Midmanagement	Add	Recreation Center Coordinator	289	C43

EXHIBIT B – September 11, 2024

Reporting Period: June 17, 2024 – August 18, 2024

New Hires:

Eligibility List #	Name	Classification	Hire Date
12051000-5	Albright, Teagan	Care Coordinator	6/24/2024
23570000-16	Bohnenkamp, Melissa	Sewer Collection Technician	6/24/2024
11711000-9	Feist, Mathew	Equipment Operator	7/8/2024
23730000-11	Gassama, Sarjo	Wastewater Operator	7/8/2024
16410000-9	Uhrich, Amanda	Permit Technician	7/22/2024
21711000-2	Seney, Barry	Equipment Operator	7/22/2024
24530000-13	Peters, Brenton	Mechanic	7/29/2024
16410000-9	Waagmeester, Elizabeth	Permit Technician	7/29/2024
20240000-1	Ringling, Kobi	Employee Relations Coordinator	8/5/2024
0713000-9	Svoboda, Ethin	Technical Support Specialist	8/5/2024
12097000-12	Peters, Tamara	Patient Support Technician	8/5/2024
22721000-11	Kucera, Dave	Water Service Technician	8/12/2024
14288000-10	McLain, James	Recreation Program Specialist	8/12/2024

Off Probation Entrance:

Eligibility List #	Name	Classification	Hire Date	Date Probation Completed
23577000-7	Haar, Jacob	Maintenance Mechanic	7/3/2023	7/3/2024
15022000-13	Williams, Samantha	Library Associate	7/3/2023	7/3/2024
15022000-13	Wollmuth, Benjamin	Library Associate	7/10/2023	7/10/2024
14288000-8	Clausen, Cody	Recreation Program Specialist	7/10/2023	7/10/2024
19235000-4	Lamb, Noah	Parking Patrol	7/17/2023	7/17/2024
14339000-10	Miranowski, Devin	Park Technician	7/24/2023	7/24/2024
14339000-10	Roelfsema, Maxwell	Park Technician	7/24/2023	7/24/2024
1641800-2	White, Breanna	Community Housing Coordinator	7/24/2023	7/24/2024
03101000-4	Golden, William	Senior Assistant City Attorney	8/7/2023	8/7/2024
10108000-13	Wood, Avare	Police Records Technician	8/7/2023	8/7/2024
12059000-13	Flannery, Lindsey	Registered Nurse	8/8/2023	8/8/2024
05121000-5	Clayton, Kammi	Business Technician	8/14/2023	8/14/2024

EXHIBIT B – September 11, 2024

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Promotions:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification
16512000-6A	King, Makenzie	6/24/2024	Permit Technician	Planning & Zoning Specialist
09533000-1	Radack, Zachary	7/8/2024	Mechanic	Emergency Vehicle Technician
15023000-10A	Daws, Neliesha	7/8/2024	Library Associate	Librarian
10111000-7	Smith, Laurie	7/8/2024	Animal Control Officer	Police Evidence Technician
24528000-4	Corbin, Tanner	7/8/2024	Lead Mechanic	Fleet Supervisor
24530000-13	Gleich, Joseph	7/22/2024	Water Distribution System Technician	Mechanic
20545000-2	Jensen, Brett	7/22/2024	Traffic Sign Technician	Traffic Signal Technician
051200000-4A	Tietjen, Nicole	7/22/2024	Recreation Program Specialist	Purchasing Specialist
22117000-2A	Hernandez, Angela	7/22/2024	Utility Services & Parking Technician	Lead Utility Services & Parking Technician

Off Probation Promotional:

Eligibility List #	Name	Date Promoted	Former Classification	New Classification	Date Completed
22557000-4	Lewis, Joshua	12/25/2023	Water Distribution System Technician	Lead Water Distribution System Tech/Certified	6/25/2024
4034000-1	Neeb, Linda	12/25/2023	City Services Technician	Payroll/Benefits Specialist	6/25/2024
10225000-8	Schmeichel, Rachel	1/22/2024	Police Officer	Police Sergeant	7/22/2024
10225000-8	German, Cole	1/22/2024	Police Officer	Police Sergeant	7/22/2024
10225000-8	Cook, Matthew	1/22/2024	Police Officer	Police Sergeant	7/22/2024
14342000-3A	Brady, Nicholas	1/22/2024	Recreation Program Specialist	Park Supply Specialist	7/22/2024
14339000-11A	Kirstein, Daniel	1/22/2024	Sewer Collection Technician	Park Technician	7/22/2024
10112000-7	Haffeman, Dustin	1/22/2024	Police Evidence Technician	Forensic Specialist	7/22/2024
07138000-1A	Schnaible, Matt	2/5/2024	Information Technology System Analyst	Information Technology Support Supervisor	7/22/2024
92070000-5A	Kolda, Kyle	2/5/2024	Firefighter	Fire Apparatus Operator	8/4/2024
5204100-7A	Horn, Justin	2/5/2024	Engineering Technician	Engineering Technician II	8/5/2024

Transfers: None to Report

Eligibility List #	Name	Date Transferred	Former Classification	New Classification
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Off Probation Transfers:

Eligibility List #	Name	Date Transferred	Former Classification	New Classification	Date Completed
92100000-5	Peterson, Keaton	1/8/2024	Fire Protection Equipment Technician	Firefighter	7/8/2024

Reassignments/Reclassifications:

Name	Date	Former Classification	New Classification
Akland, Jesse	5/27/2024	Lead Water Operator	Lead Water Operator/Certified
Patten, Michael	6/10/2024	Parks Planning and Project Manager	Park Development Manager
Nelson, Jacqueline	6/10/2024	Recreation Manager (C52)	Recreation Manager (D62)
Kollars, Brett	6/10/2024	Assistant Director of Parks and Recreation (D63)	Assistant Director of Parks and Recreation (D72)
Faber, Ryan	7/8/2024	Electrician	Electrician/Licensed
Bunkers, Colby	8/5/2024	Line Worker	Journey Lineworker
Gerovac, Andrew	8/5/2024	Line Worker	Journey Lineworker
Hansen, Gregory	8/5/2024	Line Worker	Journey Lineworker
Klinkhammer, Kevin	8/5/2024	Line Worker	Journey Lineworker
Nelson, Eric	8/5/2024	Line Worker	Journey Lineworker
Robinson, John	8/5/2024	Line Worker	Journey Lineworker
Huber, Thomas	8/5/2024	Assistant Director of Finance (D63)	Assistant Director of Finance (D72)
Sherman, Brian	8/5/2024	Information Technology Operations Manager	Chief Technology Officer

Separations:

Name	Separation Date	Hire Date	MOU	Classification
Wolles, Anthony	6/20/2024	01/10/94	PW/Electric Light	Line Worker
Vink, Howard	6/20/2024	09/19/11	PW/Electric Light/Traffic	Traffic Sign Technician
Larsen, Jason	6/21/2024	01/06/03	Police	Police Officer
Simon, Sarah	6/25/2024	01/01/24	Fire	Metro Communications Operator
Small, Robert	6/27/2024	02/27/06	Fire	Fire Inspector/uniform
Flaten, Jeffrey	6/28/2024	12/28/1998	PW/Fleet	Fleet Supervisor
Steuck, Patricia	7/5/2024	05/06/11	PW/Street	Lead Equipment Operator
Van Riesen, Grant	7/9/2024	03/03/03	Fire	Fire Captain
Cunningham, Reece	7/11/2024	04/03/23	PW/Street	Equipment Operator
Their, Michael	7/14/2024	03/03/03	Fire	Fire Captain
Heyer, Ashley	7/24/2024	11/09/15	Library	Library Associate
Profir, Aileen	8/2/2024	11/19/18	Civic Analytics	Civic Analytics Analyst
Mattson, Steven	8/3/2024	03/29/99	Fire	Fire Apparatus Operator
Harrison, Jennifer	8/16/2024	01/01/24	Fire	Metro Supervisor

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Separations within Probation Period:

Name	Separation Date	Hire Date	MOU	Classification
Roth, Morgan	7/1/2024	11/14/2022	Police	Police Officer
Jones, Mattie	7/5/2024	7/31/2023	Police	Police Officer
Klem, Jennifer	7/12/2024	11/13/2023	Police	Police Officer
McKissack, Samson	8/7/2024	11/13/2023	Police	Police Officer