



Civil Service Commission Meeting

Wednesday, March 19, 2025, at 10:00 AM

City Council Chambers, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. CALL TO ORDER

2. NEW BUSINESS

2.1. RATIFICATION OF 1ST QUARTER EMPLOYMENT LISTS

At this time, we request ratification of 1st Quarter 2025 employment lists that have been administratively approved.

2.2. APPROVAL OF NEW TESTING PROCEDURE FOR LEAD PUBLIC SAFETY TELECOMMUNICATOR

At this time, we request the approval of the new testing procedure for the Lead Public Safety Telecommunicator.

3. ADJOURNMENT

Administrative Clerk

January 2025

			50 points		50 points				100 points	
			(100 x .5)		(300 x .1666)					
Last Name	First Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref %	Vet Pref Points	Total	Placement
Burgett	Sara	65.17	32.59	251.25	41.8583	74.44		0.00	74.44	1
Johnson	Jennifer	66.52	33.26	238.7	39.7674	73.03		0.00	73.03	2
Zappone	Maria	62.01	31.01	246.30	41.0336	72.04		0.00	72.04	3
Kilichowski	Jessica	59.91	29.96	227.85	37.9598	67.91		0.00	67.91	4
Guilford	Merideth	57.01	28.51	236.4	39.3842	67.89		0.00	67.89	5
Johnson	Michelle	58.7	29.35	229.95	38.3097	67.66		0.00	67.66	6
Lansing	Angela	58.32	29.16	203.95	33.9781	63.14		0.00	63.14	7
Bueschel	Brittany	56.2	28.10	187.55	31.2458	59.35		0.00	59.35	8
Houser	Hope	62.94	31.47	155.20	25.8563	57.33		0.00	57.33	9
Laducer	Jami	64.01	32.01	*	0.0000	32.01		0.00	32.01	
Culver	Casey	55.4	27.70		0.0000	27.70		0.00	27.70	
Field	Melissa	54.26	27.13		0.0000	27.13		0.00	27.13	
Sim	Jamie	53.09	26.55		0.0000	26.55		0.00	26.55	
Ringsaker	Kelsey	51.13	25.57		0.0000	25.57		0.00	25.57	
Peterson	Aeris	50.69	25.35		0.0000	25.35		0.00	25.35	
Olson	Sheri	50.68	25.34		0.0000	25.34		0.00	25.34	
Anderson	Melissa	45.41	22.71		0.0000	22.71		0.00	22.71	
Rudser	Kaitlyn	44.27	22.14		0.0000	22.14		0.00	22.14	
Weaver	Vannesa	38.78	19.39		0.0000	19.39		0.00	19.39	
Williams	Delores	38.69	19.35		0.0000	19.35		0.00	19.35	
Knaus	Renae	37.67	18.84		0.0000	18.84		0.00	18.84	
Quam	Kimberly	34.26	17.13		0.0000	17.13		0.00	17.13	

RS = Raw Score

CS = Converted Score

*** = no interview score**

**Administrative Clerk
February 2025**

			50 points		50 points				100 points	
			(100 x .5)		(300 x .1666)					
Last Name	First Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref %	Vet Pref Points	Total	Placement
Feller	Taylor	67.7	33.85	280.5	46.7313	80.58		0.00	80.58	1
Harvey	Kristain	59.24	29.62	263.3	43.8658	73.49		0.00	73.49	2
Bullinger	Kylie	61.56	30.78	253.6	42.2498	73.03		0.00	73.03	3
Slocum	Sara	53.37	26.69	258.65	43.0911	69.78		0.00	69.78	4
Vollmer	Jennifer	52.84	26.42	213	35.4858	61.91		0.00	61.91	5
Medrano	Timothy	64.91	32.46	171.55	28.5802	61.04		0.00	61.04	6
Benton	Kathaleen	59.96	29.98	175.25	29.1967	59.18		0.00	59.18	7
Lansing	Angela	58.32	29.16	164.2	27.3557	56.52		0.00	56.52	8
Houser	Hope*	62.94	31.47		0.0000	31.47		0.00	31.47	
Johnson	Michelle*	58.7	29.35		0.0000	29.35		0.00	29.35	
Bueschel	Brittany*	56.2	28.10		0.0000	28.10		0.00	28.10	
Castillo	Alexandra	52.11	26.06		0.0000	26.06		0.00	26.06	
Riba	Madison	51.7	25.85		0.0000	25.85		0.00	25.85	
Stowe	Terry	48.51	24.26		0.0000	24.26	5.00%	1.21	25.47	
Walker-Rozo	William	49.19	24.60		0.0000	24.60		0.00	24.60	
Obergfell	Jason	46.45	23.23		0.0000	23.23		0.00	23.23	
Ritzke	Jessi	45.09	22.55		0.0000	22.55		0.00	22.55	
Chorlton	Rebecca	42.88	21.44		0.0000	21.44		0.00	21.44	
Saunders	Dana	41.53	20.77		0.0000	20.77		0.00	20.77	
Guerrero	Josilyn	39.97	19.99		0.0000	19.99		0.00	19.99	
Stepanova	Iryna	36.59	18.30		0.0000	18.30		0.00	18.30	

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***Airport Facility Tech
February 2025***

[illegible]

RS = Raw Score

CS = Converted Score

*** = did NOT interview**

Deputy Fire Chief- Jan 2025

		50 points		50 points	100 points	
		(200 x .25)		(400 x .125)		
Name	Presentation RS	Presentation	Interview RS	Interview CS	Total	Placement
Brent Weber	175	43.7500	329.50	41.1875	84.9375	1
Austin Burns	171	42.7500	327.00	40.8750	83.6250	2
Jason Babinchak	158	39.5000	275.00	34.3750	73.8750	3
Kerry Schriock	100	25.0000	216.00	27.0000	52.0000	4

RS = Raw Score

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* = no interview

Dispatcher March 2025

			50 points		50 points				100 points	
			(100 x .5)		(300 x .1666)					
Last Name	First Name	Test RS	Test CS	Interview RS	Interview CS	Subtotal	Vet Pref%	Vet Pref Points	Total	Placement
Schmidt	Kyle	53.01	26.51	215.00	35.8190	62.32	5.00%	3.12	65.44	1
Badem	Rachelle	54	27.00	214	35.6524	62.65		0.00	62.65	2
Wiggins	Kaitlynn	47.52	23.76	185	30.8210	54.58		0.00	54.58	3
Montoya	Anastasia	48.81	24.41	174.00	28.9884	53.39		0.00	53.39	4
Bullinger	Kylie	59.5	29.75	141	23.4906	53.24		0.00	53.24	5
Harris	Davin	35.01	17.51	206.00	34.3196	51.82		0.00	51.82	6
Bowles	Elizabeth	51.13	25.57	114	18.9924	44.56		0.00	44.56	7
Powers	Sheena	44.64	22.32	118.00	19.6588	41.98		0.00	41.98	8

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*** = no interview score**

Equipment Operator Lead
February 2025

		90 points		10 points	100 points	
		(300 x .333)				
Name	Interview RS	Interview CS	Service Time	Service Time Points	Total	Placement
James Seifert	251.15	83.6330	6yr 4mo	6	89.6330	1
Scot Knoop	238.55	79.4372	11yr 10mo	10	89.4372	2

RS = Raw Score

CS = Converted Score

Light Mechanic
March 2025

	100				100 Points	
	(300 x .3333)					
Name	Interview rs	Interview CS	Vet Pref-%	Vet Pref Points	Total	Placement
Brennan Simard	189	62.9937		0.00	62.99	1
Jason Vallier	148.90	49.6284		0.00	49.63	2
Zachary Hughbanks	121.25	40.4126		0.00	40.41	3

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**Office Administrative Specialist
January 2025**

			45 points		45 points		10 points				100 points	
			(100x .45)		(300 x .15)							
Last Name	First Name	Test RS	Test CS	Interview RS	Interview CS	Service Time	Service Time Points	Subtotal	Vets Pref %	Vets Points	Total	Placemen t
Molloy	Danielle	60.54	27.2430	272.7	40.9050			68.1480	5%	3.4074	71.5554	1
Duvall	Tia	64.59	29.0655	268.1	40.2150			69.2805		0	69.2805	2
Burgett	Sara	65.17	29.3265	257.55	38.6325			67.9590		0	67.9590	3
Johnson	Michelle	58.70	26.4150	256.05	38.4075			64.8225		0	64.8225	4
Houser	Hope	62.94	28.3230	241.35	36.2025			64.5255		0	64.5255	5
Harvey	Kristain	59.24	26.6580	248.5	37.2750			63.9330		0	63.9330	6
Lansing	Angela	58.32	26.2440	238.55	35.7825			62.0265		0	62.0265	7
Carter	Katie	61.02	27.4590	221.80	33.2700			60.7290		0	60.7290	8
Hatlestad	Alexis	58.28	26.2260	227.45	34.1175			60.3435		0	60.3435	9
Cote	Adam	59.28	26.6760	168.05	25.2075			51.8835	5%	2.594175	54.4777	10
Feller	Taylor	67.70	30.4650	*	0.0000	4mo	1	31.4650		0	31.4650	
Summers	Heather	57.90	26.0550		0.0000			26.0550		0	26.0550	
Culver	Casey	57.59	25.9155		0.0000			25.9155		0	25.9155	
O'Keefe	Aimee	57.24	25.7580		0.0000			25.7580		0	25.7580	
Townsend-Moreno	Roberta	57.24	25.7580		0.0000			25.7580		0	25.7580	
VanWinkle	Miranda	56.80	25.5600		0.0000			25.5600		0	25.5600	
Bueschel	Brittany	56.20	25.2900		0.0000			25.2900		0	25.2900	
Parisien	Kianna	56.05	25.2225		0.0000			25.2225		0	25.2225	
Fahrenbacher	Tatjana	56.04	25.2180		0.0000			25.2180		0	25.2180	
Mosser	Mandy	53.25	23.9625		0.0000			23.9625	5%	1.198125	25.1606	
Munos	Stephanie	55.78	25.1010		0.0000			25.1010		0	25.1010	
Warnock	Corbin	54.30	24.4350		0.0000			24.4350		0	24.4350	
Johnson	Kayla	54.09	24.3405		0.0000			24.3405		0	24.3405	
Vollmer	Jennifer	52.84	23.7780		0.0000			23.7780		0	23.7780	
Field	Melissa	52.24	23.5080		0.0000			23.5080		0	23.5080	
Castro	Elizabeth	51.39	23.1255		0.0000			23.1255		0	23.1255	
Vannatta	Shereen	50.60	22.7700		0.0000			22.7700		0	22.7700	
Olson	Sheri	50.13	22.5585		0.0000			22.5585		0	22.5585	
Oleksik	Agnes	49.48	22.2660		0.0000			22.2660		0	22.2660	
Soto	Kimberly	49.40	22.2300		0.0000			22.2300		0	22.2300	
Moore	Christine	49.23	22.1535		0.0000			22.1535		0	22.1535	
Landrus	Emma	48.62	21.8790		0.0000			21.8790		0	21.8790	
Mascarena	Carlos	48.50	21.8250		0.0000			21.8250		0	21.8250	
Walker-Rozo	William	46.83	21.0735		0.0000			21.0735		0	21.0735	
Mahoney	Tylo	45.96	20.6820		0.0000			20.6820		0	20.6820	
Sanders	Marissa	44.81	20.1645		0.0000			20.1645		0	20.1645	
Block	Beth	44.59	20.0655		0.0000			20.0655		0	20.0655	
Straabe	Julie	43.97	19.7865		0.0000			19.7865		0	19.7865	
Braun	Christine	42.76	19.2420		0.0000			19.2420		0	19.2420	
Falcon	Kayla	42.57	19.1565		0.0000			19.1565		0	19.1565	
Harlow	Alexis	41.99	18.8955		0.0000			18.8955		0	18.8955	
Espinosa	Joseph	37.23	16.7535		0.0000			16.7535	0.1	1.67535	18.4289	
LaChapelle	Brittany	40.28	18.1260		0.0000			18.1260		0	18.1260	
Zeece	Haley	39.66	17.8470		0.0000			17.8470		0	17.8470	
Coley	Anastasia	39.38	17.7210		0.0000			17.7210		0	17.7210	
DeKnight	Blanca	36.53	16.4385		0.0000			16.4385		0	16.4385	
Day	Robin	36.42	16.3890		0.0000			16.3890		0	16.3890	
Stepanova	Iryna	35.26	15.8670		0.0000			15.8670		0	15.8670	
Clementich	Betty	32.86	14.7870		0.0000			14.7870		0	14.7870	
Ndiaye	Abby	17.56	7.9020		0.0000			7.9020		0	7.9020	

RS = Raw Score
CS = Converted Score
*** = did not test

**Water-Wastewater Foreman
February 2025**

		90 points		10 points	100 points		
		(300 x .3)					
Name	Interview RS	Interview CS	Service Time	Service Time Points	Total	Placement	
Robert Cimino	238.05	71.42	3yr11mo	3	74.42	1	
Cody Lockyer	230.70	69.21	2yr9mo	2	71.21	2	
James Walker	223.45	67.04	3yr9mo	3	70.04	3	
Scot Knoop	197.20	59.16	11yr10mo	10	69.16	4	
Kaitlynn Wiggins	177.70	53.31	2ys11mo	2	55.31	5	

RS = Raw Score

CS = Converted Score

Water-Wastewater Superintendent
January 2025

		100	
		(300 x .3333)	
Name	Interview rs	Interview CS	Placement
Brian Randash	254.45	84.8082	1
Justin Seifert	252.15	84.0416	2
Kelly Brandt	220.35	73.4427	3
Nick Reynolds	198.05	66.0101	4

RS = Raw Score

CS = Converted Score

* = no interview score

Dispatcher, Lead – Promotional Testing Procedures

Criti-Call Exam–	10 pts.
Project–	30 pts
Interview –	30 pts.
Role Play–	30 pts.

All results will be returned to the Human Resources office for tabulation and administrative approval to be ratified by the Civil Service Commission.

1. Formal Interview:

The candidates will sit in front of a three-person interview panel (the panel will consist of individuals at the discretion of the Fire Department Chief and/or the PSAP assistant manager) and be asked a series of questions from a predetermined list. Each panelist will score each question on a sliding scale of 0 through 10 with 10 being the best and 0 being the worst. In the end, the candidate's score will be tallied out of a total of one hundred points per panelist. The three panelists' scores will then be averaged (all decimal points will be rounded down) to produce one average score out of one hundred points for that candidate. The average score will then be weighted as 30% of the final score. The questions and panelists will remain the same for each candidate.

2. Critic Call Test:

The candidates will take a Critic Call knowledge and skill bases computer test. The overall score for this test will be weighted as 10% of the final score

3. Role Play Scenarios:

The candidates will role play two scenarios that will be based on a situation which the position may encounter. The scenarios will be played out in front of a three-person panel (the panel will consist of individuals at the discretion of the Fire Department Chief and/or the PSAP assistant manager). The two scenarios and the panelists will remain the same for each candidate. Each panelist will score each scenario on a sliding scale 0 through 50, with 50 being the best and 0 being the worst. The score will then be weighted as 30% of the final score.

4. Project:

The candidates will be given a project to write a Policy (Topic to be given 3 days prior to presentation). The candidates will present the Policy in front of a three-person panel (the panel will consist of individuals at the discretion of the Fire Department Chief and/or the PSAP assistant manager). Each panelist will score each scenario on a sliding scale 0 through 50, with 50 being the best and 0 being the worst. The score will then be weighted as 30% of the final score.

