

**Regular Position
Recruitment Timeline**

Position: Buildings Maintenance Worker

of Openings: 1

City Job Code:

New Position for 2024

Date Posted to NeoGov: **MON 10/16/2023**

NeoGov Code: 16003-24

Categories: Building & Grounds Cleaning & Maintenance / Building Maintenance / Custodial / Fleet Services

Internal Posting: **MON 10/16/2023 to MON 10/23/2023 @ 4:00 pm**

External Posting: **MON 10/16/2023 to SUN 11/05/2023 @ 11:59 pm**

First Review of Applications: **MON 11/06/2023**

First Interviews: **TUE 11/14/2023 and WED 11/15/2023 (if needed) (30 minutes)**

Second Interviews: **TUE 11/21/2023 includes a tour of City Hall (45 minutes to 1 hour)**

Offer to move ahead in the process: **TUE 11/21/2023**

Background/Reference Check: **MON 11/27/2023 to FRI 12/01/2023**

Contingent Job Offer: **FRI 12/01/2023**

Medical Appointment: Physical & Drug Screen Non-DOT: **Week of December 4, 2023**

Council authorization to hire: **TUE 12/12/2023**

Start date: On/near TUE 01/02/2024

First Interview Panel Members

Rum River Conference Room

Dan Bray

Sue Hurd

Erick Benson

Second Interview Panel Members

COR Conference Room

Dan Bray

Bruce Westby

Sue Hurd

TOUR: Dan A or Mike C (?)

2024 Wage Scale

Step 1 \$22.704

Step 2 \$23.839

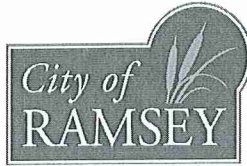
Step 3 \$24.975

Step 4 \$26.110

Step 5 \$27.245

Step 6 \$28.380

AFSCME Union Position



Regular Position Recruitment Timeline

Position: Streets Maintenance Worker

of Openings: 2

City Job Code:

New Positions for 2024

Date Posted to NeoGov: THU 11/09/2023

NeoGov Code: 16017-24A

Categories: Public Works / Construction Trades

Internal Posting: THU 11/09/2023 to WED 11/15/2023 @ 4:00 pm

External Posting: THU 11/09/2023 to SUN 12/03/2023 @ 11:59 pm

First Review of Applications: TUE 12/05/2023

First Interviews: WED 12/13/2023 and THU 12/14/2023 (30 minutes)

Second Interviews: TUE 12/19/2023 includes a tour of Public Works (45 minutes to 1 hour)

Offer to move ahead in the process: THU 12/21/2023

Background/Reference Check: TUE 01/02/2024 to THU 01/04/2024

Contingent Job Offer: FRI 01/05/2024

Medical Appointment: Physical & Drug Screen DOT: MON 01/08/2024 to WED 01/10/2024

Council authorization to hire: TUE 01/23/2024

1 week for results from test date

Start date: On/near MON 02/12/2024

First Interview Panel Members

PW Conference Room

Shane Turner

Jake Marks

Michael Breiter

Sue Hurd

Second Interview Panel Members

PW Conference Room

Shane Turner

Jake Marks

Bruce Westby

Sue Hurd

TOUR: Streets Staff

2024 Wage Scale

Step 1 \$27.184

Step 2 \$28.543

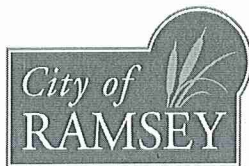
Step 3 \$29.903

Step 4 \$31.262

Step 5 \$32.621

Step 6 \$33.980

AFSCME Union Position



Regular Position Recruitment Timeline

Position: **Streets Maintenance Worker** # of Openings: **1** City Job Code:

New Positions for 2024

Date Posted to NeoGov: **WED 12/13/2023** NeoGov Code: 16017-24B

Categories: Public Works / Construction Trades

Internal Posting: **WED 12/13/2023 to TUE 12/19/2023 @ 4:00 pm**
External Posting: **WED 12/13/2023 to SUN 01/07/2024 @ 11:59 pm**

First Review of Applications: **TUE 01/09/2024**

First Interviews: **WED 01/17/2024 and THU 01/18/2024 (30 minutes)**

Second Interviews: **TUE 01/23/2024 includes a tour of Public Works (45 minutes to 1 hour)**

Offer to move ahead in the process: **WED 01/23/2024**

Background/Reference Check: **WED 01/23/2024 to FRI 01/26/2024**

Contingent Job Offer: **FRI 01/26/2024**

Medical Appointment: Physical & Drug Screen DOT: **MON 01/29/2024 to WED 01/31/2024**

Council authorization to hire: **TUE 02/13/2024**

1 week for results from test date

Start date: **On/near MON 03/04/2024**

First Interview Panel Members

PW Conference Room
Shane Turner
Jake Marks
Streets Worker
Sue Hurd

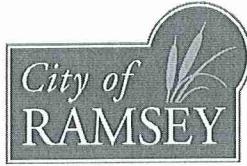
Second Interview Panel Members

PW Conference Room
Shane Turner
Jake Marks
Bruce Westby
Sue Hurd
TOUR: Streets Staff

2024 Wage Scale

Step 1 \$27.184	Step 3 \$29.903	Step 5 \$32.621
Step 2 \$28.543	Step 4 \$31.262	Step 6 \$33.980

AFSCME Union Position



Regular Position Recruitment Timeline

Position: **Mechanic**

of Openings: 1

City Job Code:

New Position for 2024

Date Posted to NeoGov: **WED 12/13/2023**

NeoGov Code: 16010-24

Categories: Public Works / Vehicle Maintenance / Automotive / Mechanic

Internal Posting: **WED 12/13/2023 to TUE 12/19/2023 @ 4:00 pm**

External Posting: **WED 12/13/2023 to SUN 01/07/2024 @ 11:59 pm**

First Review of Applications: **TUE 01/09/2024**

First Interviews: **TUE 01/16/2024 and WED 01/17/2024 (30 minutes)**

Second Interviews: **TUE 01/23/2024 includes a tour of Public Works (45 minutes to 1 hour)**

Offer to move ahead in the process: **WED 01/23/2024**

Background/Reference Check: **WED 01/23/2024 to FRI 01/26/2024**

Contingent Job Offer: **FRI 01/26/2024**

Medical Appointment: Physical & Drug Screen DOT: **MON 01/29/2024 to WED 01/31/2024**

Council authorization to hire: **TUE 02/13/2024**

1 week for results from test date

Start date: On/near MON 03/04/2024

First Interview Panel Members

PW Conference Room

Shane Turner

Jake Marks

Nick Maras

Doug Polzin

Sue Hurd

Second Interview Panel Members

PW Conference Room

Shane Turner

Jake Marks

Bruce Westby

Sue Hurd

TOUR: Mechanic Staff

2024 Wage Scale

Step 1 \$28.109

Step 3 \$30.919

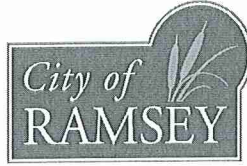
Step 5 \$33.730

Step 2 \$29.514

Step 4 \$32.325

Step 6 \$35.136

AFSCME Union Position



Regular Position Recruitment Timeline

Position: Parks Maintenance Worker

of Openings: 1

City Job Code:

New Position for 2024

Date Posted to NeoGov: **WED 01/10/2024**

NeoGov Code: 16008-24 (Option 2)

Categories: Public Works / Parks

Internal Posting: **WED 01/10/2024 to WED 01/17/2024 @ 4:00 pm**

External Posting: **WED 01/10/2024 to SUN 02/04/2024 @ 11:59 pm**

First Review of Applications: **TUE 02/06/2024**

First Interviews: **TUE 02/13/2024 and WED 02/14/2024 (30 minutes)**

Second Interviews: **TUE 02/20/2024 includes a tour of Public Works (45 minutes to 1 hour)**

Offer to move ahead in the process: **WED 02/20/2024**

Background/Reference Check: **WED 02/20/2024 to FRI 02/23/2024**

Contingent Job Offer: **FRI 02/23/2024**

Medical Appointment: Physical & Drug Screen DOT: MON 02/26/2024 to WED 02/28/2024

Council authorization to hire: **TUE 03/12/2024**

1 week for results from test date

Start date: **On/near MON 04/01/2024**

First Interview Panel Members

PW Conference Room

Mike Berge

Terry Byron

Todd Nelson

Andy Blood

Sue Hurd

Second Interview Panel Members

PW Conference Room

Mike Berge

Terry Byron

Bruce Westby

Sue Hurd

TOUR: Parks Staff

2024 Wage Scale

Step 1 \$27.184

Step 3 \$29.903

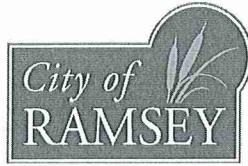
Step 5 \$32.621

Step 2 \$28.543

Step 4 \$31.262

Step 6 \$33.980

AFSCME Union Position



**Regular Position
Recruitment Timeline**

Position: Rental Housing Inspector

of Openings: 1

City Job Code:

New Position for 2024

Date Posted to NeoGov: TUE 01/16/2024

NeoGov Code: 11075-24

Categories: Code Enforcement / Community Development / Housing

Internal Posting: TUE 01/16/2024 to TUE 01/23/2024 @ 4:00 pm

External Posting: TUE 01/16/2024 to SUN 02/11/2024 @ 11:59 pm

First Review of Applications: TUE 02/13/2024

First Interviews: TUE 02/20/2024 and WED 02/21/2024 (30 minutes)

Second Interviews: TUE 02/27/2024

Offer to move ahead in the process: WED 02/28/2024

Background/Reference Check: WED 02/28/2024 to FRI 03/01/2024

Contingent Job Offer: FRI 03/01/2024

Medical Appointment: Drug Screen Non-DOT: MON 03/04/2024 to WED 03/06/2024

Council authorization to hire: TUE 03/12/2024

Start date: On/near MON 04/01/2024

First Interview Panel Members

COR Conference Room
Craig Swalchick
Todd Larson
Sue Hurd

Second Interview Panel Members

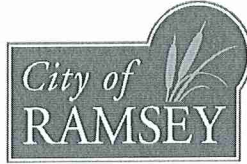
COR Conference Room
Craig Swalchick
Todd Larson
Stephanie Hanson
Jesse Szykulski

2024 Wage Scale

Step 1 \$31.992	Step 3 \$35.191	Step 5 \$38.390
Step 2 \$33.591	Step 4 \$36.790	Step 6 \$39.989

AFSCME Union Position

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Regular Position Recruitment Timeline

Position: Accountant 1

of Openings: 1

City Job Code:

New Position for 2024

Date Posted to NeoGov: WED 01/17/2024

NeoGov Code: 13001-24

Categories: Accounting & Finance / Payroll

Internal Posting: WED 01/17/2024 to TUE 01/23/2024 @ 4:00 pm

External Posting: WED 01/17/2024 to SUN 02/11/2024 @ 11:59 pm

First Review of Applications: TUE 02/13/2024

First Interviews: WED 02/21/2024 and THU 02/22/2024 (30 minutes)

Second Interviews: MON 02/26/2024

Offer to move ahead in the process: TUE 02/27/2024

Background/Reference Check: TUE 02/27/2024 to FRI 03/01/2024

Contingent Job Offer: FRI 03/01/2024

Medical Appointment: Drug Screen Non-DOT: MON 03/04/2024 to WED 03/06/2024

Council authorization to hire: TUE 03/12/2024

Start date: On/near MON 04/01/2024

First Interview Panel Members

COR Conference Room
Tammy Oakes
Cindy Nelson
Sue Hurd

Second Interview Panel Members

COR Conference Room
Tammy Oakes
Cindy Nelson
Diana Lund

2024 Wage Scale

Step 1 \$32.173

Step 3 \$35.391

Step 5 \$38.608

Step 2 \$33.782

Step 4 \$36.999

Step 6 \$40.216

AFSCME Union Position