

City of Sioux Falls
Civil Service Board
MINUTES

January 7, 2009
Human Resources Conference Room

MEMBERS PRESENT: Hitzemann, Moore and Ohme.

MEMBERS ABSENT: Hinton

STAFF PRESENT: Hannestad, Holsen, and O'Toole.

- 1) The meeting was called to order at 12:15 p.m. on January 7, 2009.
- 2) **A motion was made by Hitzemann and seconded by Ohme to approve the minutes of the December 3, 2008, meeting.** Motion carried unanimously.
- 3) **A motion was made by Ohme and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3278 Equipment Operator (Water Reclamation)
 - b. Entrance Eligibility List 3283 Zoning Enforcement Officer
 - c. Promo/Transfer Eligibility List 3284 Zoning Enforcement Officer
 - d. Entrance Eligibility List 3285 Public Parking Facilities Manager
 - e. Entrance Eligibility List 3287 Traffic Devices Service WorkerMotion carried unanimously.
- 4) **A motion was made by Hitzemann, seconded by Ohme to approve the advertising, eligibility lists and classification plan amendments as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Ohme, seconded by Hitzemann to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Hitzemann, seconded by Ohme that the Civil Service Board go into Executive Session at 12:24 p.m. A motion was made by Hitzemann seconded by Ohme to come out of the Executive Session at 12:30 p.m.

6) **A motion was made by Ohme and seconded by Hitzemann to order the disciplinary actions as recorded and set forth in Exhibit C.** Motion carried unanimously.

7) Nomination for 2009 – 2010 chairperson was open for recommendations. **Hitzemann made a motion that Moore be the chairperson. Ohme seconded the motion and called for the nomination to cease.** Motion carried unanimously.

8) **Having no further business, a motion was made by Ohme and Hitzemann seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, March 4, 2009, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:40 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – January 7, 2009 CSB Meeting

1. Advertising: Reporting Period – October 27, 2008 – December 22, 2008

Utilities System Worker	Traffic Devices Service Worker
Parts Worker	Laborer
Equipment Operator	Forensic Specialist I
Fire Inspector	Park Service Worker
Application Support Analyst	Lineworker
Parking Patrol	Library Associate
Information Technology Manager	Landfill Scale Operator

2. Eligibility List – Reporting Period – October 28, 2008 – December 5, 2008

3279	ENTRANCE	BLDG MAINT. WKR (FACILITIES)	28-Jan-09
3280	ENTRANCE	ACCOUNTANT	30-Jan-09
3281	ENTRANCE	BLDG MAINT WKR-PUBLIC PARKING	3-Feb-09
3282	PROMO/TRANS	BLDG MAINT WKR-PUBLIC PARKING	3-Feb-09
3283	ENTRANCE	ZONING ENFORCEMENT OFFICER	6-Feb-09
3284	PROMO/TRANS	ZONING ENFORCEMENT OFFICER	6-Feb-09
3285	ENTRANCE	PUBLIC PARKING FACILITIES MGR	14-Feb-09
			17-May-09
3286	ENTRANCE	POLICE OFFICER	
3287	ENTRANCE	TRAFFIC DEVICES SERVICE WKR	28-Feb-09
3288	ENTRANCE	UTILITIES SYSTEM WORKER	3-Mar-09
3289	ENTRANCE	PARTS WORKER	5-Apr-09

Exhibit A Section 3 – January 7, 2009 CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
08-36	Classified	Add	Licensing Specialist	400	231-3
08-37	General	Delete	Forensic Specialist	112	225-2
08-37	General	Add	Forensic Specialist I	112	231-2
08-37	General	Delete	Forensic Chemist	104	342-2
08-37	General	Add	Forensic Specialist II	104	343-2
08-50	Midmanagement	Delete	Information Technology Manager	142	461-1
08-50	Midmanagement	Add	Information Technology Manager	142	462-1
08-50	Midmanagement	Delete	Data Center Manager	137	351-1
08-50	Midmanagement	Add	Data Center Supervisor	137	351-1

EXHIBIT B – January 7, 2009

New Hires – Reporting Period 10/20/08 – 12/28/08

Eligibility List #	Name	Classification	Hire Date	MOU
3272	Johns, Sarah	Social Worker	10/20/2008	18 Health
3269	Dykstra, Kiesha	Library Assistant	10/20/2008	28 Library
3263	Scott, Christina	Dental Assistant	11/3/2008	18 Health
3279	Thorson, Palmer	Building Maintenance Worker	11/24/2008	11 Facilities Mgmt
3286	Cook, Mathew	Police Officer	12/8/2008	21 Police
3286	Jasso, Christopher	Police Officer	12/8/2008	21 Police
3286	Long, Adam	Police Officer	12/8/2008	21 Police
3286	Mihajlovic, Danijel	Police Officer	12/8/2008	21 Police
3286	Schwaegerl, Nicholas	Police Officer	12/8/2008	21 Police
3286	Van Dyke, Brant	Police Officer	12/8/2008	21 Police
3285	Nelson, Matthew	Public Parking Facilities Manager	12/15/2008	65 PL & A
3273	Holsen, Reid	Human Resources Manager	12/15/2008	07 Human Resources

Off Probation – Entrance Reporting Period – 10/20/08 – 12/28/08

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3209	Zitterich, Michael	Custodial Worker	10/22/2007	11 Facilities Mgmt	10/22/2008
3196	Exner, Janson	Registered Nurse	10/22/2007	18 Health	10/22/2008
3202	Lanier, Dean	Fire Inspector	10/22/2007	15 Fire	10/22/2008
3206	Hoiland, Austin	Park Service Worker	11/5/2007	64 Park	11/5/2008
3213	Iveland, Nathan	Utility Systems Worker	11/13/2007	33 Street	11/13/2008
3206	Rehfeldt, Justin	Park Service Worker	11/5/2007	64 Park	11/5/2008
3218	Ohland, Christine	Medical Assistant	12/3/2007	18 Health	12/3/2008
3223	Knoll, Kevin	Electrical Inspector	12/10/2007	25 Planning/Bldg Services	12/10/2008
3219	Reiners, Stephanie	Landfill Scale Operator	12/3/2007	66 Landfill	12/3/2008
3214	DeBoer, Rana	Health & Wellness Coordinator	12/3/2007	07 Human Resources	12/3/2008
3190	Waltman, Allen	Parking Patrol	12/17/2007	65 PL & A	12/17/2008

EXHIBIT B – January 7, 2009

Promotions - Reporting Period - 10/20/08 - 12/28/08

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3278	Voeltz, Matthew	10/20/2008	Laborer	77 Water Rec	Equipment Operator	77 Water Rec
3276	McManus, Loren	11/3/2008	Police Officer	21 Police	Police Sergeant	21 Police
3259	Dulaney, Garrett	12/1/2008	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3259	Nugteren, Timothy	12/1/2008	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire

Off Probation - Promotional Reporting Period - 10/20/08 - 12/28/08

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3250	Rock, Matthew	5/5/2008	Traffic Device Service Wrk	33 Street	Engineering Technician	14 Engineering	11/5/08

Transfers - Reporting Period – 10/20/08 – 12/28/08

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
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None to report.

Off Probation - Transfers - Reporting Period – 10/20/08 - 12/28/08

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
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None to report.

EXHIBIT B – January 7, 2009

Reassignments - Chapter 30/Reclassifications Reporting Period - 10/20/08- 12/28/08

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Stafford, William	10/20/2008	Police Sergeant	21 Police	Police Officer	21 Police
Belden, Jacquelyn	11/17/2008	Forensic Specialist	21 Police	Forensic Specialist I	21 Police
Johnson, Brad	11/17/2008	Forensic Chemist	21 Police	Forensic Specialist II	21 Police
Lichty, Jessica	11/17/2008	Forensic Chemist	21 Police	Forensic Specialist II	21 Police
Hogstad, Lorie	11/17/2008	Accounting Technician	10 Finance	Licensing Specialist	6 Attorney

Resignations - Reporting Period - 10/20/08 – 12/28/08

Name	Date	Hire Date	MOU	Classification	Retirement
Koning, Aaron	11-4-08	1-5-04	21 Police	Forensic Specialist	No
Krull, Thomas	11-12-08	9-12-94	21 Police	Police Officer	No
Castle, Charles	11-25-08	10-1-68	16 Central Services	Information Technology Manager	Yes
Groen, Arlyn	11-28-08	2-2-81	15 Fire	Fire Captain	Yes
Vanderhoff, Donald	11-28-08	9-17-79	15 Fire	Fire Captain	Yes

Resignations/Dismissals within Probation Period Reporting Period – 10/20/08 – 12/28/08

Name	Termination Date	Hire Date	MOU	Classification
Christie, Jeffrey	10-27-08	3-31-08	21 Police	Police Officer
VanCleave, Jeremy	12-1-08	3-31-08	21 Police	Police Officer
Claus, Beatrice	12-6-08	12-31-07	66 Landfill	Landfill Scale Operator

EXHIBIT B – January 7, 2009

Return to Civil Service Reporting Period – 10/20/08 – 12/28/08

Name	Date	Former Classification	New Classification	New MOU
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None to report.