

# ***AGENDA***

## City of Sioux Falls Civil Service Board

November 4, 2009, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – September 2, 2009
- 3) Doug Barthel, Police Chief
- 4) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Dental Hygienist, Entrance
  - b. Dental Assistant, Entrance
  - c. Landfill Gas Supervisor, Entrance
  - d. Landfill Gas Supervisor, Promo/Transfer
  - e. Assistant City Engineer, Promo/Transfer
  - f. Traffic Devices Service Worker, Entrance
- 5) Approve Personnel Actions (Exhibit A)
  - 1 Advertising
  - 2 Eligibility Lists
  - 3 Classification Plan Amendments
- 6) Record Personnel Actions by MOU (Exhibit B)
  - 1 New hires/off probation entrance
  - 2 Promotions/off probation
  - 3 Transfers/off probation
  - 4 Reassignments
  - 5 Resignations
- 7) Executive Session (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
  - 1 Suspension
  - 2 Demotion
  - 3 Dismissal
- 8) Adjournment

**City of Sioux Falls  
Civil Service Board  
*MINUTES***

September 2, 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 12:30 p.m. on September 2, 2009.
- 2) **A motion was made by Hitzemann and seconded by Ohme approve the minutes of the July 15, 2009, 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 3317 Application Support Analyst
  - b. Entrance Eligibility List 3318 Utilities System Worker
  - c. Entrance Eligibility List 3319 Criminal Analyst
  - d. Entrance Eligibility List 3320 Forensic Specialist I
  - e. Entrance Eligibility List 3321 GIS Technician
  - f. Promo/Transfer Eligibility List 3322 Housing Inspector

Motion 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 12:36 p.m. A motion was made by Ohme seconded by Hitzemann to come out of the Executive Session at 12:50 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) **Having no further business, a motion was made by Hitzemann and Ohme seconded to adjourn the meeting.** Motion carried unanimously.

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

Meeting was adjourned at 12:53 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

# Exhibit A – November 4, 2009 CSB Meeting

## 1. Advertising: Reporting Period – August 31, 2009 – October 13, 2009

Assistant City Engineer  
Wastewater Operator  
Environmental Health Specialist

Lead Wastewater Operator  
Network Security Administrator  
Principal Engineer

## 2. Eligibility List – Reporting Period – August 10, 2009 – October 15, 2009

3323	PROMO/TRANS	APPLICATION SUPPORT ANALYST	10-Nov-09
3324	ENTRANCE	DENTAL HYGIENIST	17-Nov-09
3325	ENTRANCE	DENTAL ASSISTANT	20-Nov-09
3326	ENTRANCE	PURCHASING SPECIALIST	24-Nov-09
3327	ENTRANCE	LANDFILL GAS SUPERVISOR	11-Dec-09
3328	PROMO/TRANS	LANDFILL GAS SUPERVISOR	11-Dec-09
3329	PROMO/TRANS	POLICE CAPTAIN	14-Sep-10
3330	PROMO/TRANS	POLICE LIEUTENANT	23-Sep-10
3331	PROMO/TRANS	POLICE SERGEANT	25-Sep-10
3332	PROMO/TRANS	ASST CITY ENGINEER	29-Dec-09
3333	ENTRANCE	TRAFFIC DEVICES SERVICE WKR	30-Dec-09
3334	ENTRANCE	EMPLOYMENT SPECIALIST	2-Jan-10
3335	PROMO/TRANS	WATER SUPERINTENDENT	21-Dec-09
3336	ENTRANCE	LEAD WASTEWATER OPERATOR	15-Jan-10
3337	PROMO/TRANS	LEAD WASTEWATER OPERATOR	15-Jan-10

## Exhibit A Section 3 – November 4, 2009, CSB Meeting

### 3. Classification Plan Amendments

<b>EO #</b>	<b>Category</b>	<b>Change</b>	<b>Job Title</b>	<b>OCC Code</b>	<b>Scale</b>
09-32	General	Add	Fire Records Technician	110	B23-2
09-33	Midmanagement	Add	Network Security Administrator	140	C43-1
09-36	Midmanagement	Add	Operations Manager	554	C52-1
09-37	Midmanagement	Delete	Maintenance Supervisor	724	C43-1
09-37	Midmanagement	Add	Water Maintenance Supervisor	724	C43-1
09-37	Midmanagement	Add	Wastewater Maintenance Supervisor	723	C43-1
09-38	General	Add	Sustainability Technician	733	B24-2

## EXHIBIT B – November 4, 2009

### New Hires – Reporting Period 8/24/09 – 10/18/09

Eligibility List #	Name	Classification	Hire Date	MOU
3321	Elliot, Margarete	GIS Technician	8/31/2009	30 Public Works
3320	McCaffrey, Erin	Forensic Specialist I	9/8/2009	21 Police
3325	Kibrom, Hiwot	Dental Assistant	9/8/2009	18 Health
3324	Sona, Jessica	Dental Hygienist	9/8/2009	18 Health
3304	Berg, Elizabeth	Library Assistant	9/14/2009	28 Library
3319	Barrett, James	Criminal Analyst	9/8/2009	21 Police
3326	Scherbring, Kara	Purchasing Specialist	9/21/2009	10 Finance
3289	Boadwine, Craig	Parts Worker	10/5/2009	77 Water Rec

### Off Probation – Entrance Reporting Period – 8/24/09 – 10/18/09

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3264	Lund, Michael	Water Operator	8/25/2008	75 Water Pur	8/25/2009
3241	Farsdale, Ryan	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Cross, Michael	firefighter	9/8/2008	15 Fire	9/8/2009
3241	McManigal, Jason	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Wallace, David	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Bivens, Anthony	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Douglas, Matthew	firefighter	9/8/2008	15 Fire	9/8/2009
3265	Meyers-Kopp, Desiree	Recreation Program Specialist	9/8/2008	64 Park	9/8/2009
3269	Johnston, Daniel	Library Assistant	9/29/2008	28 Library	9/29/2009
3268	Schnaible, Matthew	Technical Support Specialist	9/22/2008	16 Central Services	9/22/2009
3269	Gorter, Valerie	Library Assistant	10/6/2008	28 Library	10/6/2008

# EXHIBIT B – November 4, 2009

## Promotions - Reporting Period - 8/24/09 - 10/18/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3323	Schnaible, Matthew	8/24/2009	Technical Support Specialist	16 Central Services	Application Support Analyst	16 Central Services
3322	Hein, Dan	9/7/2009	Engineering Technician	14 Engineering	Housing Inspector	25 Planning/Bldg Services
3332	Des Lauriers, Jeffrey	10/5/2009	Principal Engineer	14 Engineering	Asst City Engineer	14 Engineering

## Off Probation - Promotional Reporting Period – 8/24/09 - 10/18/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3301	Fries, Michael	3/9/2009	Park Service Worker	64 Park	Park Caretaker	64 Park	9/9/09
3259	Petersen, David	3/9/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	9/9/09

## Transfers - Reporting Period – 8/24/09 – 10/18/09

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

None to report.

## Off Probation - Transfers - Reporting Period – 8/24/09 - 10/18/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3302	Top, Michael	3/23/2009	Firefighter	15 Fire	Fire Inspector Civilian	15 Fire	9/23/09

## Reassignments - Chapter 30/Reclassifications Reporting Period - 8/24/09- 10/18/09

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

None to report.

## EXHIBIT B – November 4, 2009

### Resignations - Reporting Period - 8/24/09 – 10/18/09

Name	Date	Hire Date	MOU	Classification	Retirement
Christians, Lee	8-24-09	3-31-08	21 Police	Police Officer	No
Wilson, Douglas	8-30-09	11-2-87	15 Fire	Fire Apparatus Operator	Yes
Dubbelde, Keith	9-4-09	5-1-95	77 Water Reclamation	Wastewater Operator	No
Swanson, Briana	10-2-09	5-16-05	64 Park	Park Service Worker	No
Gordy, Rhonda	10-9-09	2-2-04	18 Health	Dental Assistant	No
Wolfe, Mark	10-15-09	5-11-81	15 Fire	Fire Captain	Yes
Gamber, Royal	10-16-09	12-23-02	18 Health	Environmental Health Specialist (Cert)	Yes
Janssen, Randall	10-16-09	11-5-79	75 Water Purification	Water Superintendent	Yes
Langner, Richard	10-16-09	2-11-80	33 Street Maintenance	Utilities System Worker	Yes
Richardson, Maureen	10-16-09	4-6-87	10 Finance	Administrative Assistant	Yes

### Resignations/Dismissals within Probation Period Reporting Period – 8/24/09 – 10/18/09

Name	Termination Date	Hire Date	MOU	Classification	Resignation	Dismissal
Henle-Lambertz, Marti	9-4-09	12-29-08	77 Water Reclamation	Parts Worker		X
Long, Adam	9-17-09	12-8-08	21 Police	Police Officer		X

### Return to Civil Service Reporting Period – 8/24/09 – 10/18/09

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