

**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 – September 2, 2009, CSB Meeting

### 1. Advertising: Reporting Period – June 29, 2009 – August 17, 2009

Dental Assistant	Police Captain
Police Lieutenant	Police Sergeant
Landfill Gas Supervisor	Water Superintendent
Traffic Devices Services Worker	Application Support Analyst
Housing Inspector	Employment Specialist
Police Officer	

### 2. **Eligibility List – Reporting Period – July 16, 2009 – August 5, 2009**

3318	ENTRANCE	UTILITIES SYSTEM WORKER	16-Oct-09
3319	ENTRANCE	CRIMINAL ANALYST	23-Sep-09
3320	ENTRANCE	FORENSIC SPECIALIST I	22-Oct-09
3321	ENTRANCE	GIS TECHNICIAN	29-Oct-09
3322	PROMO/TRANS	HOUSING INSPECTOR	5-Nov-09

## Exhibit A Section 3 – September 2, 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>
09-24	Midmanagement	Delete	Environmental Compliance Manager	549	C521
09-24	Midmanagement	Add	Environmental Manager	549	C521
09-25	Midmanagement	Delete	Senior Accountant	115	C43-1
09-25	Midmanagement	Add	Finance Manager	115	C51-1
09-25	Midmanagement	Delete	Purchasing Coordinator	119	C43-1
09-25	Midmanagement	Add	Purchasing Manager	119	C51-1
09-26	Midmanagement	Add	Landfill Gas Supervisor	738	C43-1
09-27	Classified	Delete	Assistant City Clerk	005	B24-3
09-27	Classified	Add	Assistant City Clerk	005	B25-3
09-30	Midmanagement	Add	Employment Specialist	039	C41-1

## Exhibit B – September 2, 2009

### New Hires – Reporting Period 6/29/09 – 8/23/09

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>Hire Date</b>	<b>MOU</b>
3297	Heesch, Arlen	Equipment Operator	7/6/2009	33 Street
3315	Van Briesen, Timothy	Htg/Cooling Maintenance Mechanic	7/6/2009	11 Facilities Mgmt
3314	Traupel, Nicholas	Engineering Technician/Apprent.	7/13/2009	14 Engineering
3287	Hansen, Todd	Traffic Devices Service Worker	7/27/2009	33 Street
3317	Bentz, Wade	Application Support Analyst	8/10/2009	16 Central Services
3318	Runge, Bryan	Utilities System Worker	8/10/2009	75 Water

### Off Probation – Entrance Reporting Period – 6/29/09 – 8/23/09

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>New Hire</b>	<b>MOU</b>	<b>Date Probation Completed</b>
3251	Gedney, Matthew	Environmental Analyst	6/30/2008	66 Landfill	6/30/2009
3256	Beckman, Cole	Mechanic	7/7/2008	51 Fleet	7/7/2009
3218	Swenson, Stacey	Medical Assistant	6/30/2008	18 Health	6/30/2009
3224	Brinks, Philip	Recreation Program Specialist	7/21/2008	64 Park	7/21/2009
3200	Fruehwirth, Shirley	Library Assistant	7/28/2008	28 Library	7/28/2009
3235	Hornbeck, Jim	Landfill Equipment Operator	8/13/2008	66 Landfill	8/13/2009
3261	Borchardt, Dean	Fleet Operations Manager	8/11/2008	51 Fleet	8/11/2009
3199	Heald, Ryan	Equipment Operator	8/11/2008	33 Street	8/11/2009

## Exhibit B – September 2, 2009

### Promotions - Reporting Period - 6/29/09 - 8/23/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3316	Christiaansen, Brian	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3316	McAreevey, Matthew	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3316	Fessler, Steven	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3316	Luther, Nicholas	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3259	Menage, Scott	8/10/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3259	DeBoer, Clinton	8/10/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3316	Ruml, Nathan	8/10/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire

### Off Probation - Promotional Reporting Period – 6/29/09 - 8/23/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3276	Bruxvoort, Troy	1/12/2009	Police Officer	21 Police	Police Sergeant	21 Police	7/12/09
3295	Boysen, Alysia	2/9/2009	Library Assistant	28 Library	Library Associate	28 Library	8/9/09
3259	Clauson, Michael	2/23/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	8/23/09

### Transfers - Reporting Period – 6/29/09 – 8/23/09

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

## Exhibit B – September 2, 2009

### Off Probation - Transfers - Reporting Period – 6/29/09 - 8/23/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3282	Waltman, Allen	1/26/2009	Parking Patrol	65 Public Parking	Bldg Maintenance Wrkr	65 Public Parking	7/26/09

### Reassignments - Chapter 30/Reclassifications Reporting Period - 6/29/09- 8/23/09

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Greenlee, Tyler	6/29/2009	Equipment Operator	77 Water Rec	Collection Technician	77 Water Rec
Buus, Jeffrey	6/29/2009	Equipment Operator	77 Water Rec	Collection Technician	77 Water Rec
Jorgensen, Tamara	6/29/2009	Asst City Clerk (224)	9 City Council	Asst City Clerk (225)	9 City Council
Palmer, Jamie	6/29/2009	Asst City Clerk (224)	9 City Council	Asst City Clerk (225)	9 City Council
Tucker, Denise	6/29/2009	Asst City Clerk (224)	9 City Council	Asst City Clerk (225)	9 City Council
Zerr, Janelle	6/29/2009	Senior Accountant	10 Finance	Finance Manager	10 Finance
Rust, Scott	6/29/2009	Purchasing Coordinator	10 Finance	Purchasing Manager	10 Finance
Hatch, Duane	6/29/2009	Senior Accountant	10 Finance	Finance Manager	10 Finance

### Resignations - Reporting Period - 6/29/09 – 8/23/09

Name	Date	Hire Date	MOU	Classification	Retirement
Nicolai, Douglas	7-31-09	3-20-89	25 Bldg Services	Housing Inspector	Yes
Matthews, Dennis	8-3-09	2-2-81	15 Fire	Fire Apparatus Operator	Yes
Long, Daniel	8-11-09	9-14-81	15 Fire	Fire Captain	Yes
Allen, Kristie	8-13-09	8-14-06	18 Health	LPN	No
Sejnoha, Jane	8-18-09	8-31-98	16 Central Services	Technical Support Specialist	No

## Exhibit B – September 2, 2009

### Resignations/Dismissals within Probation Period Reporting Period – 6/29/09 – 8/23/09

Name	Termination Date	Hire Date	MOU	Classification	Resignation	Dismissal
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None to report.

### Return to Civil Service Reporting Period – 6/29/09 – 8/23/09

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