

City of Sioux Falls
Civil Service Board
MINUTES

March 2, 2011

Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hinton, Hitzemann and Moore

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad and O'Toole

- 1) The meeting was called to order at 12:12 p.m. on March 2, 2011.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the January 5, 2011, meeting.** Motion carried unanimously.
- 3) **A motion was made by Grevlos and seconded by Hinton to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3395 Recreation Program Coordinator
 - b. Promo/Transfer Eligibility List 3398 Administrative Assistant
 - c. Entrance Eligibility List 3400 Wastewater Operator (6 months)
 - d. Entrance Eligibility List 3401 Clinic/Lab Aide
 - e. Promo/Transfer Eligibility List 3406 Lead Wastewater Operator (6 months)
 - f. Entrance Eligibility List 3407 Data Center Supervisor (6 months)
 - g. Promo/Transfer Eligibility 3408 Data Center Supervisor (6 months)

Motion carried unanimously.

- 4) **A motion was made by Hinton, seconded by Hitzemann 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 Hitzemann, seconded by Grevlos to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Hinton, seconded by Grevlos that the Civil Service Board enter Executive Session to discuss personnel issues at 12:19 p.m. A motion was made by Hitzemann, seconded by Grevlos to exit Executive Session at 12:26 p.m.

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

7) **A motion was made by Grevlos and seconded by Hitzemann to approve the 2010 Annual Civil Service Report.** Motion carried unanimously.

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

The Board will meet on Wednesday, May 4, 2011, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:40 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

Exhibit A – March 2, 2011, CSB Meeting

1. Advertising: Reporting Period – January 3, 2011 – February 7, 2011

| | |
|---------------------------------|----------------------------------|
| Firefighter | Utility Operations Administrator |
| Landfill Scale Operator | Clinical Data Manager |
| Director of Siouxland Libraries | Equipment Operator |

2. Eligibility List – Reporting Period – December 10, 2010 – February 2, 2011

| | | | |
|------|-------------|---|-----------|
| 3394 | ENTRANCE | PARK MECHANIC | 10-Mar-11 |
| 3395 | ENTRANCE | RECREATION PROGRAM COORD | 9-Mar-11 |
| 3396 | ENTRANCE | RISK SPECIALIST | 15-Mar-11 |
| 3397 | ENTRANCE | ZONING ENFORCEMENT OFFICER | 20-Mar-11 |
| 3398 | PROMO/TRANS | ADMINISTRATIVE ASSISTANT | 21-Mar-11 |
| 3399 | PROMO/TRANS | RISK SPECIALIST | 15-Mar-11 |
| 3400 | ENTRANCE | WASTEWATER OPERATOR | 6-Apr-11 |
| 3401 | ENTRANCE | CLINIC/LAB AIDE | 5-Apr-11 |
| 3402 | PROMO/TRANS | WASTEWATER OPERATOR BUILDING MAINTENANCE | 6-Apr-11 |
| 3403 | ENTRANCE | WORKER | 11-Apr-11 |
| 3404 | PROMO/TRANS | FIRE DIVISION CHIEF | 1-Feb-12 |
| 3405 | ENTRANCE | ASST CITY ATTORNEY/HRC | 27-Apr-11 |
| 3406 | PROMO/TRANS | LEAD WASTEWATER OPERATOR | 27-Apr-11 |
| 3407 | ENTRANCE | DATA CENTER SUPERVISOR | 2-May-11 |
| 3408 | PROMO/TRANS | DATA CENTER SUPERVISOR | 2-May-11 |

Exhibit A Section 3 – March 2, 2011, CSB Meeting

3. Classification Plan Amendments

| EO # | Category | Change | Job Title | OCC Code | Scale |
|-------------|-------------------------|---------------|--|-----------------|--------------|
| 11-03 | Midmanagement | Add | Utility Operations Administrator | 013 | D73-1 |
| 11-03 | Midmanagement | Delete | Assistant Director of Public Works | 083 | D73-1 |
| 11-03 | Appointed | Delete | Chief of Staff | 002 | E91-8 |
| 11-05 | Midmanagement | Delete | Fleet Operations Manager | 930 | D61-1 |
| 11-05 | Midmanagement | Add | Business Operations Manager | 043 | D62-1 |
| 11-05 | Midmanagement | Delete | Utilities Metering/Billing Manager | 547 | C51-1 |
| 11-05 | Midmanagement | Add | Utilities Billing Supervisor | 547 | C51-1 |
| 11-05 | Midmanagement | Delete | Street/Utility Manager | 550 | D63-1 |
| 11-05 | Midmanagement | Add | Street and Fleet Operations Manager | 550 | D63-1 |
| 11-05 | City Council Appointive | Delete | City Clerk | 004 | 700-8 |
| 11-05 | City Council Appointive | Add | City Clerk/Chief of Council Operations | 004 | 700-8 |
| 11-05 | General | Delete | Electronics Technician | 576 | 225-2 |
| 11-05 | General | Add | Electronics Technician | 576 | 231-2 |

Exhibit B – March 2, 2011

New Hires – Reporting Period 12/27/10 – 2/20/11

| Eligibility List # | Name | Classification | Hire Date | MOU |
|--------------------|-------------------|-----------------------------|-----------|--------------------------|
| 3394 | Junker, Jeremy | Park Mechanic | 1/10/2011 | 64 Park |
| 3392 | Alberico, Stephen | Fire inspector (civilian) | 1/10/2011 | 15 Fire |
| 3386 | Heffron, Joseph | Sustainability Technician | 1/10/2011 | 66 Landfill |
| 3396 | Foster, Carol | Risk Specialist | 1/18/2011 | 16 Central Services |
| 3401 | Bauer, Carrie | Clinic Lab Aide | 1/18/2011 | 18 Health |
| 3403 | Berkness, Eric | Building Maintenance Worker | 1/24/2011 | 11 Facilities Mgmt |
| 3397 | Roach, Adam | Zoning Enforcement Officer | 1/24/2011 | 25 Planning/Blg Services |
| 3392 | Walz, Wade | Fire inspector (civilian) | 2/7/2011 | 15 Fire |

Off Probation – Entrance Reporting Period – 12/27/10 – 2/20/11

| Eligibility List # | Name | Classification | New Hire | MOU | Date Probation Completed |
|--------------------|----------------|--------------------|-----------|-----------|--------------------------|
| 3297 | Dvorak, Shandy | Equipment Operator | 2/8/2010 | 33 Street | 2/8/2011 |
| 3325 | Meile, Sharon | Dental Assistant | 2/16/2010 | 18 Health | 2/16/2011 |

Promotions - Reporting Period - 12/27/10 - 2/20/11

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU |
|--------------------|------------------|---------------|-------------------------|--------------|--------------------------|--------------|
| 3369 | Clauson, Michael | 1/24/2011 | Fire Apparatus Operator | 15 Fire | Fire Captain | 15 Fire |
| 3370 | Vosburg, Bradley | 1/24/2011 | Firefighter | 15 Fire | Fire Apparatus Operator | 15 Fire |
| 3402 | Maddox, Tyler | 1/24/2011 | Laborer | 77 Water Rec | Wastewater Operator | 77 Water Rec |
| 3406 | Andersen, Denis | 2/7/2011 | Wastewater Operator | 77 Water Rec | Lead Wastewater Operator | 77 Water Rec |

Exhibit B – March 2, 2011

Off Probation - Promotional Reporting Period – 12/27/10 - 2/20/11

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU | Date Completed |
|--------------------|-----------------|---------------|-----------------------|-----------|-------------------------|-----------|----------------|
| 3373 | West, Shauna | 7/26/2010 | Word Processor | 21 Police | Police Records Clerk | 21 Police | 1/26/11 |
| 3370 | Baier, Andrew | 8/9/2010 | Firefighter | 15 Fire | Fire Apparatus Operator | 15 Fire | 2/9/11 |
| 3370 | Dirksen, Harlan | 8/9/2010 | Firefighter | 15 Fire | Fire Apparatus Operator | 15 Fire | 2/9/11 |
| 3370 | Strom, Reed | 8/9/2010 | Firefighter | 15 Fire | Fire Apparatus Operator | 15 Fire | 2/9/11 |

Transfers - Reporting Period – 12/27/10 – 2/20/11

| Eligibility List # | Name | Date Transferred | Former Classification | MOU | New Classification | New MOU |
|--------------------|-------------|------------------|-----------------------|---------------------------|-------------------------------|--------------------------|
| na | Beck, Erica | 1/10/2011 | Senior Planner | 25 Planning/Bldg Services | Community Development Manager | 60 Community Development |

Off Probation - Transfers - Reporting Period – 12/27/10 - 2/20/11

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU | Date Completed |
|--------------------|------|---------------|-----------------------|-----|--------------------|---------|----------------|
|--------------------|------|---------------|-----------------------|-----|--------------------|---------|----------------|

None to report.

Exhibit B – March 2, 2011

Reassignments - Chapter 30/Reclassifications Reporting Period - 12/27/10 - 2/20/11

| Name | Date | Former Classification | Former MOU | New Classification | New MOU |
|--------------------|----------|----------------------------------|------------------|-----------------------------------|------------------|
| Galynn Huber | 2/7/2011 | Street/Utility Manager | 33 Street | Street & Fleet Operations Manager | 33 Street |
| Perry Eckhoff | 2/7/2011 | Utility Metering/Billing Manager | 75 Water Billing | Utility Billing Supervisor | 75 Water Billing |
| Dean Borchardt | 2/7/2011 | Fleet Operations Manager | 51 Fleet | Business Operations Manager | 30 Public Works |
| Steven Boone | 2/7/2011 | Laborer | 75 Water Pur | Water Operator | 75 Water Pur |
| Steven Gage | 2/7/2011 | Maintenance Mechanic | 75 Water Pur | Electronics Technician | 75 Water Pur |
| Joseph Van Schepen | 2/7/2011 | Electronics Technician (225) | 77 Water Rec | Electronics Technician (231) | 77 Water Rec |

Resignations - Reporting Period - 12/27/10 – 2/20/11

| Name | Date | Hire Date | MOU | Classification | Retirement |
|---------------------|---------|-----------|--------------------|----------------------------------|------------|
| Reiners, Stephanie | 1-15-11 | 12-3-07 | 66 Landfill | Landfill Scale Operator | No |
| Schiebout, Jason | 1-17-11 | 1-3-95 | 15 Fire | Fire Captain | No |
| Colwill, Gary | 1-21-11 | 6-9-03 | 6 Attorney | Assistant City Attorney | Yes |
| Fountain, Kevin | 2-4-11 | 3-8-76 | 64 Park | Equipment Operator | Yes |
| VanBriesen, Timothy | 2-11-11 | 7-6-09 | 11 Facilities Mgmt | Heating & Cooling Maint Mechanic | No |
| Ingalls, Jesse | 2-18-11 | 2-11-08 | 51 Fleet | Mechanic | No |

Resignations/Dismissals within Probation Period Reporting Period – 12/27/10 – 2/20/11

| Name | Termination Date | Hire Date | MOU | Classification |
|---------------|------------------|-----------|-----------|----------------|
| Arndt, Nathan | 2-2-11 | 3-22-10 | 15 Fire | Firefighter |
| Mack, Clinton | 2-18-11 | 8-9-10 | 21 Police | Police Officer |

Exhibit B – March 2, 2011

Return to Civil Service Reporting Period – 12/27/10 – 2/20/11

| Name | Date | Former Classification | New Classification | New MOU |
|------|------|-----------------------|--------------------|---------|
|------|------|-----------------------|--------------------|---------|

None to report.