

AGENDA

City of Sioux Falls Civil Service Board

July 18, 2011, Meeting

HUMAN RESOURCES CONFERENCE ROOM

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – May 4, 2011
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Laborer, Entrance
 - b. Park Caretaker, Promo/Transfer
 - c. Principal Engineer, Promo/Transfer
 - d. Park Service Worker, Entrance
 - e. Custodial Supervisor, Promo/Transfer (6 months)
 - f. Technical Clerk – Street/Fleet, Entrance
- 4) Approve Personnel Actions (Exhibit A)
 - 1 Advertising
 - 2 Eligibility Lists
 - 3 Classification Plan Amendments
- 5) 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
- 6) Executive Session to Discuss Personnel Issues (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
 - 1 Suspension
 - 2 Demotion
 - 3 Dismissal
- 7) Adjournment

Exhibit A – July 18, 2011, CSB Meeting

1. Advertising: Reporting Period – April 18, 2011 – June 20, 2011

| | |
|----------------------------------|--------------------------|
| Park Service Worker | LPN |
| Park Caretaker | Fire Chief |
| Technical Clerk – Street/Fleet | Custodial Supervisor |
| Principal Engineer | Budget Analyst |
| Water Service Technician | Library Associate |
| Lead Police Records Clerk | Technical Clerk – Health |
| Lead Utilities System Worker | Custodial Worker |
| Economic Development Coordinator | |

2. Eligibility List – Reporting Period – April 26, 2011 – June 8, 2011

| | | | |
|------|-------------|------------------------------|-----------|
| 3422 | ENTRANCE | LABORER | 26-Jul-11 |
| 3423 | ENTRANCE | PLUMBING INSPECTOR | 3-Aug-11 |
| 3424 | ENTRANCE | WEB DESIGNER | 13-Aug-11 |
| 3425 | PROMO/TRANS | PARK CARETAKER | 13-Aug-11 |
| 3426 | ENTRANCE | PRINCIPAL ENGINEER | 26-Aug-11 |
| 3427 | PROMO/TRANS | PRINCIPAL ENGINEER | 26-Aug-11 |
| 3428 | ENTRANCE | LICENSED PRACTICAL NURSE | 27-Aug-11 |
| 3429 | PROMO/TRANS | LICENSED PRACTICAL NURSE | 27-Aug-11 |
| 3430 | PROMO/TRANS | LIBRARY ASSOCIATE | 1-Sep-11 |
| 3431 | ENTRANCE | PARK SERVICE WORKER | 27-Aug-11 |
| 3432 | ENTRANCE | CUSTODIAL SUPERVISOR | 2-Sep-11 |
| 3433 | PROMO/TRANS | CUSTODIAL SUPERVISOR | 2-Sep-11 |
| 3434 | ENTRANCE | APPLICATION SUPPORT ANALYST | 6-Sep-11 |
| 3435 | ENTRANCE | TECHNICAL CLERK/STREET/FLEET | 8-Sep-11 |

Exhibit A Section 3 – July 18, 2011, CSB Meeting

3. Classification Plan Amendments

| EO # | Category | Change | Job Title | OCC Code | Scale |
|-------------|-------------------------|---------------|---|-----------------|---------------|
| 11-18 | Midmanagement | Add | Custodial Supervisor | 286 | C41-1 |
| 11-20 | City Council/Appointive | Add | Budget Analyst | 806 | |
| 11-26 | Midmanagement | Add | Economic Development Manager | 231 | C52-1 |
| 11-26 | Midmanagement | Add | Economic Development Coordinator | 232 | C42-1 |
| 11-26 | Midmanagement | Delete | Employment Specialist | 039 | C41-1 |
| 11-26 | Midmanagement | Add | Employment Specialist | 039 | C42-1 |
| 11-26 | General | Delete | Traffic Devices Service Worker/Apprentice | 546/ 542 | B24/ B21-2 |
| 11-26 | General | Add | Traffic Signal Technician | 545 | B31-2 |
| 11-26 | General | Add | Traffic Sign Technician | 546 | B24-2 |
| 11-26 | General | Delete | Apprentice Equipment Operator | 710 | A13-2 |
| 11-26 | General | Delete | Heating and Cooling Maintenance Mechanic | 584 | B24-2 |

Exhibit B – July 18, 2011

New Hires – Reporting Period 4/18/11 – 6/26/11

| Eligibility List # | Name | Classification | Hire Date | MOU |
|--------------------|--------------------|-----------------------------|-----------|---------------------------|
| 3421 | Gortmaker, Joy | Fire Records Technician | 4/18/2011 | 15 Fire |
| 3410 | Vermillion, Keven | Landfill Scale Operator | 5/2/2011 | 66 Landfill |
| 3403 | Ackerman, Michael | Building Maintenance Worker | 5/2/2011 | 15 Fire |
| 3391 | Mullinix, Amanda | Technical Clerk | 5/16/2011 | 14 Engineering |
| 3423 | Wudel, Daniel | Plumbing Inspector | 5/23/2011 | 25 Planning/Bldg Services |
| 3422 | O'Kane, Michael | Laborer | 5/16/2011 | 75 Water Pur |
| 3418 | Steuck, Patricia | Equipment Operator | 5/16/2011 | 33 Street |
| 3422 | Faris, Jon | Laborer | 5/16/2011 | 77 Water Rec |
| 3385 | Clare, Amy | Library Asst | 5/16/2011 | 28 Library |
| 3424 | Schulte, Elizabeth | Web Designer | 5/31/2011 | 24 Media Services |

Exhibit B – July 18, 2011

Off Probation – Entrance Reporting Period – 4/18/11 – 6/26/11

| Eligibility List # | Name | Classification | New Hire | MOU | Date Probation Completed |
|---------------------------|--------------------|------------------------|-----------------|----------------|---------------------------------|
| 3360 | Conley, Neilson | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Joffer, Jacob | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Statema, Benjamin | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Reiter, Justin | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Harris, Jacob | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | McMahon, Jonathan | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Blankenfeld, Peter | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Syverson, Shawn | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Isais, Moses | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3360 | Warren, Nathan | Police Officer | 4/26/2010 | 21 Police | 4/26/2011 |
| 3357 | Studenski, Justin | Park Service Worker | 4/19/2010 | 64 Park | 4/19/2011 |
| 3366 | Palen, Pamela | Technical Clerk | 5/3/2010 | 18 Health | 5/3/2011 |
| 3352 | Knutson, Dena | Civil Engineer | 5/17/2010 | 14 Engineering | 5/16/2011 |
| 3324 | Larsen, Rachel | Dental Hygienist | 6/7/2010 | 18 Health | 6/7/2011 |
| 3314 | Wilcox, Bryan | Engineering Technician | 6/1/2010 | 14 Engineering | 6/1/2011 |
| 3352 | Peppel, Kurt | Civil Engineer (PE) | 6/1/2010 | 14 Engineering | 6/1/2011 |
| 3363 | Jorgenson, Matthew | Crime Lab Manager | 6/1/2010 | 21 Police | 6/1/2011 |
| 3367 | Hills, Kyle | Line Worker | 6/21/2010 | 56 Light | 6/21/2011 |

Exhibit B – July 18, 2011

Promotions - Reporting Period - 4/18/11 - 6/26/11

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU |
|--------------------|--------------------|---------------|-------------------------|---------------------------|---------------------------|---------------------------|
| 3414 | Eastman, Dale | 4/18/2011 | Park Service Worker | 64 Park | Equipment Operator | 64 Park |
| 3413 | Pederson, Andrew | 4/18/2011 | Appl Support Analyst | 16 Central Services | Clinical Data Manager | 18 Health |
| 3417 | Polly, Mark | 4/18/2011 | Plumbing Inspector | 25 Planning/Bldg Services | Chief Plumbing Inspector | 25 Planning/Bldg Services |
| 3359 | Mundt, Sara | 5/2/2011 | Park Service Worker | 64 Park | Park Caretaker | 64 Park |
| 3420 | Perry, Mark | 5/2/2011 | Principal Engineer | 14 Engineering | Wastewater Superintendent | 77 Water Rec |
| 3425 | Block, Bryce | 5/30/2011 | Park Service Worker | 64 Park | Park Caretaker | 64 Park |
| 3369 | Smith, Joshua | 5/30/2011 | Fire Apparatus Operator | 15 Fire | Fire Captain | 15 Fire |
| 3370 | Isaak, Michael | 5/30/2011 | Firefighter | 15 Fire | Fire Apparatus Operator | 15 Fire |
| 3430 | Hoffman, Elizabeth | 6/13/2011 | Library Assistant | 28 Library | Library Associate | 28 Library |

Off Probation - Promotional Reporting Period – 4/18/11 - 6/26/11

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU | Date Completed |
|--------------------|------------------|---------------|-------------------------|-----------|--------------------------------|-----------|----------------|
| 3378 | Odden, Elizabeth | 10/18/2010 | Technical Clerk | 14 Eng | Engineering Document Ctl Clerk | 14 Eng | 4/18/11 |
| 3379 | McDonald, Rex | 10/18/2010 | Park Service Worker | 64 Park | Park Forestry Caretaker | 64 Park | 4/18/11 |
| 3377 | Nyberg, Aaron | 11/1/2010 | Police Officer | 21 Police | Police Sergeant | 21 Police | 5/1/11 |
| 3377 | Colwill, Michael | 11/29/2010 | Police Officer | 21 Police | Police Sergeant | 21 Police | 5/29/11 |
| 3369 | Sona, Kevin | 11/29/2010 | Fire Apparatus Operator | 15 Fire | Fire Captain | 15 Fire | 5/29/11 |
| 3370 | Medema, Douglas | 11/29/2010 | Firefighter | 15 Fire | Fire Apparatus Operator | 15 Fire | 5/29/11 |

Transfers - Reporting Period – 4/18/11 – 6/26/11

| Eligibility List # | Name | Date Transferred | Former Classification | MOU | New Classification | New MOU |
|--------------------|------|------------------|-----------------------|-----|--------------------|---------|
|--------------------|------|------------------|-----------------------|-----|--------------------|---------|

None to report.

Off Probation - Transfers - Reporting Period – 4/18/11 - 6/26/11

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

None to report.

Exhibit B – July 18, 2011

Reassignments - Chapter 30/Reclassifications Reporting Period - 4/18/11 - 6/26/11

| Name | Date | Former Classification | Former MOU | New Classification | New MOU |
|-------------------|-----------|-------------------------------------|--------------------------|------------------------------------|--------------------------|
| Stulken, Kimberly | 6/13/2011 | Employment Specialist (341) | 7 Human Resources | Employment Specialist (342) | 7 Human Resources |
| Beck, Erica | 6/13/2011 | Community Development Manager (351) | 60 Community Development | Economic Development Manager (352) | 60 Community Development |

Resignations - Reporting Period - 4/18/11 – 6/26/11

| Name | Date | Hire Date | MOU | Classification | Retirement |
|------------------------|---------|-----------|---------------------------|--------------------------------|------------|
| Kono, Pam | 4-21-11 | 7-12-05 | 21 Police | Lead Police Records Clerk | No |
| Fries, Michael | 4-22-11 | 3-12-07 | 64 Park | Park Caretaker | No |
| Thompson, Susan | 4-28-11 | 12-10-78 | 28 Library | Library Associate | Yes |
| Bossman, Kay | 4-29-11 | 4-23-01 | 18 Health | Medical Assistant | Yes |
| Ohland, Christine | 5-5-11 | 12-3-07 | 18 Health | Medical Assistant | No |
| Dunn, Mark | 5-10-11 | 1-14-74 | 64 park | Park Caretaker | Yes |
| Hood, Donald | 5-20-11 | 8-23-99 | 25 Planning/Bldg Services | Chief Plumbing Inspector | Yes |
| Mundt, Curtis | 5-20-11 | 11-14-88 | 15 Fire | Bldg Maint Worker | Yes |
| VanRavenswaay, Darrell | 6-1-11 | 4-20-87 | 15 Fire | Fire Captain | Yes |
| Johnson, Lawrence | 6-10-11 | 3-17-80 | 14 Engineering | Traffic Devices Service Worker | Yes |
| Palen, Pam | 6-10-11 | 5-3-10 | 18 Health | Technical Clerk | No |
| Jarding, James | 6-15-11 | 12-17-84 | 15 Fire | Fire Battalion Chief | Yes |
| Britton, William | 6-24-11 | 3-31-80 | 14 Engineering | Engineering Tech | Yes |
| Meendering, Monica | 6-24-11 | 4-2-84 | 21 Police | Police Captain | Yes |
| Meyers-Kopp, Desiree | 6-24-11 | 9-8-08 | 64 Park | Recreation Program Specialist | No |

Exhibit B – July 18, 2011

Resignations/Dismissals within Probation Period Reporting Period – 4/18/11 – 6/26/11

| Name | Termination Date | Hire Date | MOU | Classification |
|---------------|-------------------------|------------------|------------|--------------------------------|
| Welch, Justin | 4-28-11 | 3-21-11 | 15 Fire | Fire Fighter |
| Thomas, Carry | 6-9-11 | 2-28-11 | 64 Park | Recreation Program Coordinator |

Return to Civil Service Reporting Period – 4/18/11 – 6/26/11

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

None to report.