

AGENDA

City of Sioux Falls Civil Service Board

January 5, 2011, Meeting

HUMAN RESOURCES CONFERENCE ROOM

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – November 3, 2010
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Mechanic, Entrance
 - b. Mechanic, Promo/Transfer
 - c. Library Assistant, Entrance
 - d. Sustainability Technician, Entrance
 - e. Sustainability Technician, Promo/Transfer
 - f. Publishing Specialist, Entrance (6 months)
 - g. Technical Clerk - Engineering, Entrance (3 months)
 - h. Fire Marshal, Promo/Transfer
- 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 (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
 - 1 Suspension
 - 2 Demotion
 - 3 Dismissal
- 7) New Board Chair
- 8) Adjournment

Exhibit A – January 5, 2011, CSB Meeting

1. Advertising: Reporting Period – October 18, 2010 – December 19, 2010

Zoning Enforcement Officer Recreation Program Coordinator Wastewater Operator Building Maintenance Worker Police Officer Special Projects Manager	Technical Clerk – Engineering Risk Specialist Water Service Technician Clinic Lab Aide Data Center Supervisor Assistant City Attorney-Human Relations Division
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2. Eligibility List – Reporting Period – October 18, 2010 – December 2, 2010

3383	ENTRANCE	MECHANIC	18-Jan-11
3384	PROMO/TRANS	MECHANIC	18-Jan-11
3385	ENTRANCE	LIBRARY ASSISTANT	22-Jan-11
3386	ENTRANCE	SUSTAINABILITY TECHNICIAN	5-Feb-11
3387	PROMO/TRANS	SUSTAINABILITY TECHNICIAN	5-Feb-11
3388	ENTRANCE	PUBLISHING SPECIALIST	9-Feb-11
3389	ENTRANCE	ASST DIRECTOR OF PUBLIC HEALTH/OP	23-Feb-11
3390	PROMO/TRANS	ASST DIRECTOR OF PUBLIC HEALTH/OP	23-Feb-11
3391	ENTRANCE	TECHNICAL CLERK - ENGINEERING	23-Feb-11
3393	PROMO/TRANS	FIRE MARSHAL	2-Mar-11

Exhibit A Section 3 – January 5, 2011, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
10-39	Midmanagement	Delete	Risk and Emergency Manager	926	C52-1
10-39	Midmanagement	Delete	Records Coordinator	028	C42-1
10-39	Midmanagement	Add	Emergency Manager	200	C52-1
10-30	Midmanagement	Add	Risk Manager	927	C52-1
10-40	Midmanagement	Add	Emergency Medical Quality Assurance Coordinator	049	C42-1
10-41	General	Add	Lead Water Operator (Certified)	726/ 727	B31- 2/B32-2
10-41	General	Delete	Lead Water Operator	727	B32-2
10-41	General	Add	Lead Wastewater Operator (Certified)	731/ 732	B31- 2/B32-2
10-41	General	Delete	Lead Wastewater Operator	732	B32-2
10-43	Appointed	Add	Special Projects Manager	025	C52-8
10-44	Appointed	Add	Add Salary Scale for Appointed Employees		

Exhibit B – January 5, 2011

New Hires – Reporting Period 10/18/10 – 12/26/10

Eligibility List #	Name	Classification	Hire Date	MOU
3375	Hochstein, Penny	Word Processor	11/1/2010	21 Police
3375	Munce, Susan	Word Processor	11/1/2010	21 Police
3381	Bobeldyk, Cynthia	Technical Clerk	11/1/2010	51 Fleet
3383	Haugen, Bradley	Mechanic	11/1/2010	51 Fleet
3385	Wixon, Angie	Library Assistant	11/15/2010	28 Library
3382	Bengford, Paul	Asst City Attorney	11/15/2010	06 Attorney
3357	Brinkman, Joshua	Park Service Worker	11/29/2010	64 Park
3380	Hierholzer, Mark	Operations Supervisor	11/29/2010	77 Water Rec
3388	Ahlers, Tyler	Publishing Specialist	12/13/2010	24 Media Services
3391	Wilson, Lucinda	Technical Clerk	12/13/2010	14 Engineering

Off Probation – Entrance Reporting Period – 10/18/10 – 12/26/10

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3325	Moore, Heather	Dental Assistant	10/19/2009	18 Health	10/19/2010
3334	Stulken, Kimberly	Employment Specialist	11/9/2009	7 HR	11/9/2010
3318	Voigt, Jonathan	Utilities System Worker	11/9/2009	33 Street	11/9/2010
3338	Baker, Robert	Wastewater Operator	12/7/2009	77 Water Rec	12/7/2010
3339	Hjermstad, Joey	Environmental Health Specialist	11/30/2009	18 Health	11/30/2010
3343	Hansen, Ryan	Police Officer	12/7/2009	21 Police	12/7/2010
3343	Beltman, Travis	Police Officer	12/7/2009	21 Police	12/7/2010
3343	Brown, Dustin	Police Officer	12/7/2009	21 Police	12/7/2010
3338	Greenwood, Philip	Wastewater Operator	12/7/2009	77 Water Rec	12/7/2010
3327	Hansen, Dustin	Landfill Gas Supervisor	12/14/2009	66 Landfill	12/14/2010

Exhibit B – January 5, 2011

Promotions - Reporting Period - 10/18/10 - 12/26/10

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3378	Odden, Elizabeth	10/18/2010	Technical Clerk	14 Engineering	Engineering Document Control Clerk	14 Engineering
3379	McDonald, Rex	10/18/2010	Park Service Worker	64 Park	Park Forestry Caretaker	64 Park
3377	Nyberg, Aaron	11/1/2010	Police Officer	21 Police	Police Sergeant	21 Police
3377	Colwill, Michael	11/29/2010	Police Officer	21 Police	Police Sergeant	21 Police
3369	Sona, Kevin	11/29/2010	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3370	Medema, Douglas	11/29/2010	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3390	Collura, Alicia	12/13/2010	Clinical Data Manager	18 Health	Asst Director of Public Health Ops	18 Health
3393	Lanier, Dean	12/13/2010	Fire Inspector (civil svc)	15 Fire	Fire Marshal (civilian)	15 Fire

Off Probation - Promotional Reporting Period – 10/18/10 - 12/26/10

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3359	Feltman, Jon	4/19/2010	Park Service Worker	64 Park	Park Caretaker	64 Park	10/19/10
3365	Horn, Brian	5/3/2010	Water Service Technician	75 Water Billing	Lead Water Service Tech	75 Water Billing	11/3/10
3331	Brink, Randall	5/17/2010	Police Officer	21 Police	Police Sergeant	21 Police	11/17/10
3316	Van Reisen, Grant	5/17/2010	FAO	15 Fire	Fire Captain	15 Fire	11/15/10

Transfers - Reporting Period – 10/18/10 – 12/26/10

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

Off Probation - Transfers - Reporting Period – 10/18/10 - 12/26/10

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3358	Sonya Wilson	4/19/2010	Parking Patrol	65 Public Parking	Technical Clerk	33 Street	10/19/10

Exhibit B – January 5, 2011

Reassignments - Chapter 30/Reclassifications Reporting Period - 10/18/10 - 12/26/10

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Collura, Alicia	10/18/2010	Records Coordinator	18 Health	Clinical Data Manager	18 Health
Richardson, Amy	10/18/2010	Clinical Data Manager	18 Health	Public Health Finance & Info Officer	18 Health

Resignations - Reporting Period - 10/18/10 – 12/26/10

Name	Date	Hire Date	MOU	Classification	Retirement
Hansen, Todd	10-29-10	7-27-09	33 Street	Traffic Devices System Worker	No
Thorson, Palmer	10-29-10	11-24-08	11 Facilities Mgmt	Building Maintenance Worker	No
Koch, Gregory	11-12-10	3-10-86	33 Street	Lead Utilities System Worker	Yes
Lambertz, Steven	11-26-10	4-2-84	21 Police	Police Sgt	Yes
Magdziarz, Tristen	11-26-10	2-19-08	77 Water Rec	Wastewater Operator	No
Volden, Perry	11-26-10	9-27-82	15 Fire	Fire Marshal – Uniform	Yes
Winters, Jeff	11-26-10	2-18-86	15 Fire	Fire Captain	Yes
Veen, Norma	11-30-10	4-7-86	15 Fire	Administrative Assistant	Yes
Watembach, Monte	12-10-10	11-13-01	16 Central Services	Data Center Supervisor	No

Resignations/Dismissals within Probation Period Reporting Period – 10/18/10 – 12/26/10

Name	Termination Date	Hire Date	MOU	Classification
Downey, April	11-29-10	4-5-10	18 Health	Clinic Lab Aide

Return to Civil Service Reporting Period – 10/18/10 – 12/26/10

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