

# ***AGENDA***

## City of Sioux Falls Civil Service Board

March 2, 2011, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – January 5, 2011
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Recreation Program Coordinator, Entrance
  - b. Administrative Assistant, Promo/Transfer
  - c. Wastewater Operator, Entrance (6 months)
  - d. Clinic/Lab Aide, Entrance
  - e. Lead Wastewater Operator, Promo/Transfer (6 months)
  - f. Data Center Supervisor, Entrance (6 months)
  - g. Data Center Supervisor, Promo/Transfer (6 months)
- 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) 2010 Annual Civil Service Report
- 8) Adjournment

## 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

<b>EO #</b>	<b>Category</b>	<b>Change</b>	<b>Job Title</b>	<b>OCC Code</b>	<b>Scale</b>
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
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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
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None to report.