

# ***AGENDA***

## City of Sioux Falls Civil Service Board

November 2, 2011, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – September 7, 2011
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Traffic Signal Technician, Entrance
  - b. Lead Landfill Equipment Operator, Promo/Transfer (6 months)
  - c. Dental Assistant, Entrance
  - d. City Carrier, Entrance
  - e. Public Health Scientist II, 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 Separations
- 6) Executive Session to Discuss Personnel Issues (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
  - 1 Separation
  - 2 Demotion
  - 3 Dismissal
- 7) Adjournment

## Exhibit A – November 2, 2011, CSB Meeting

### 1. Advertising: Reporting Period – August 29, 2011 – October 3, 2011

Registered Nurse	Animal Control Officer
Administrative Assistant	Technical Clerk
Landfill Equipment Operator	Public Health Scientist II
Building Maintenance Worker	Application Support Analyst
Lead Building Maintenance Worker	

### 2. Eligibility List – Reporting Period – August 16, 2011 – October 14, 2011

3448	ENTRANCE	LICENSED PRACTICAL NURSE	18-Nov-11
3449	ENTRANCE	TRAFFIC SIGNAL TECHNICIAN	16-Nov-11
3450	PROMO/TRANS	TRAFFIC SIGNAL TECHNICIAN	16-Nov-11
3451	PROMO/TRANS	ZONING ENFORCEMENT OFFICER LEAD LANDFILL EQUIPMENT OPERATOR	23-Nov-11 17-Nov-11
3452	PROMO/TRANS	OPERATOR	17-Nov-11
3453	ENTRANCE	UTILITIES SYSTEM WORKER	25-Nov-11
3454	PROMO/TRANS	FIRE CAPTAIN	25-Aug-12
3455	ENTRANCE	DENTAL ASSISTANT	30-Nov-11
3456	ENTRANCE	CITY CARRIER	30-Nov-11
3457	ENTRANCE	TRAFFIC SIGN TECHNICIAN	6-Dec-11
3458	ENTRANCE	RECREATION PROGRAM SPECIALIST	15-Dec-11
3459	ENTRANCE	TECHNICAL CLERK (POLICE)	23-Dec-11
3460	PROMO/TRANS	TECHNICAL CLERK (POLICE)	19-Nov-11
3461	ENTRANCE	ANIMAL CONTROL OFFICER	23-Dec-11
3462	PROMO/TRANS	ADMINISTRATIVE ASSISTANT	26-Dec-11
3463	ENTRANCE	REGISTERED NURSE	5-Jan-12
3464	PROMO/TRANS	POLICE CAPTAIN	26-Sep-12
3465	PROMO/TRANS	POLICE LIEUTENANT	30-Sep-12
3466	PROMO/TRANS	POLICE SERGEANT	30-Sep-12
3467	ENTRANCE	WATER OPERATOR	6-Jan-12
3468	ENTRANCE	PUBLIC HEALTH SCIENTIST II	14-Jan-12
3469	PROMO/TRANS	TECHNICAL CLERK (CD)	14-Jan-11

## Exhibit A Section 3 – November 2, 2011, CSB Meeting

### 3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
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None to report.

## Exhibit B – November 2, 2011

### New Hires – Reporting Period 8/22/11 – 10/16/11

Eligibility List #	Name	Classification	Hire Date	MOU
3445	Holliday, Clifton	Custodial Worker	8/22/2011	11 Facilities Mgmt
3447	Pearson, Jean	Recreation Program Coordinator	8/22/2011	64 Park
8316	Faris, Jon	Utility System Worker	9/6/2011	75 Water
3448	Creegan, Sara	Licenses Practical Nurse (LPN)	9/6/2011	18 Health
3453	Fleming, Christopher	Utility System Worker	9/19/2011	75 Water
3449	Vink, Howard	Traffic Signal Technician	9/19/2011	33 Street
3456	Paa, Daniel	City Carrier	10/3/2011	24 Media Services
3400	Gerwer, Mark	Wastewater Operator	10/3/2011	77 Water Rec
3455	Flannery, April	Dental Assistant	10/3/2011	18 Health

### Off Probation – Entrance Reporting Period – 8/22/11 – 10/16/11

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
None to report.					

### Promotions - Reporting Period - 8/22/11 - 10/16/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3443	Roach, Adam	8/22/2011	Zoning Enforcement Officer	25 Planning/ Bldg Serv	Economic Development Coord	60 Com Dev
3454	Neises, Jarud	9/5/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3452	Fenderson, John	9/5/2011	Landfill Equipment Operator	66 Landfill	Lead Landfill Equipment Operator	66 Landfill
3370	Schnetter, Troy	9/19/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3362	Fessler, Steven	9/19/2011	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire
3451	Wilcox, Bryan	10/3/2011	Engineering Technician	14 Eng	Zoning Enforcement Officer	25 Planning/ Bldg Serv

## Exhibit B – November 2, 2011

### Off Probation - Promotional Reporting Period – 8/22/11 - 10/16/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3384	Konechne, Francis	2/21/2011	Vehicle/Equipment Service Wrker	51 Fleet	Mechanic	51 Fleet	8/22/11

### Transfers - Reporting Period – 8/22/11 – 10/16/11

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3450	Ragsdale, Jeffrey	9/19/2011	Ld Bldg Maintenance Mech	11 Facilities Mgmt	Traffic Signal Technician	33 Street

### Off Probation - Transfers - Reporting Period – 8/22/11 - 10/16/11

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

### Reassignments - Chapter 30/Reclassifications Reporting Period - 8/22/11 - 10/16/11

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

## Exhibit B – November 2, 2011

### Separations - Reporting Period - 8/22/11 – 10/16/11

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Pomerleau, Heather	8-25-11	10-19-09	18 Health	Dental Assistant
Miles, Monte	8-26-11	6-25-07	21 Police	Animal Control Officer
Sargent, Jared	9-13-11	4-7-08	65 Public Parking	Building Maintenance Worker
Sieverding, Joseph	9-19-11	9-18-89	15 Fire	Fire Battalion Chief
Curry, William	9-21-11	8-29-88	15 Fire	Fire Battalion Chief
Wika, Lori	9-30-11	9-18-06	18 Health	Public Health Scientist II
Smith, Christopher	10-11-11	5-22-06	75 Water	Utilities System Worker
Barnes, Richard	10-14-11	9-16-74	75 Water	Water Service Technician
Donovan, Georgia	10-14-11	9-17-79	65 Public Parking	Parking Lot Attendant
Hofer, Cynthia	10-14-11	6-15-87	18 Health	Registered Nurse
Hofer, Dallas	10-14-11	1-3-77	14 Engineering	Principal Engineer
Maxfield, Lynn	10-14-11	5-1-00	75 Water Purification	Water Operator
Schroeder, Suzanne	10-14-11	10-9-77	60 Community Development	Administrative Assistant
Tischler, Joseph	10-14-11	9-25-89	65 Public Parking	Parking Lot Attendant
Venekamp, Michael	10-14-11	3-19-79	75 Water	Lead Utilities System Worker

### Separations within Probation Period Reporting Period – 8/22/11 – 10/16/11

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Odens, Scott	9/16/11	7-11-11	16 Central Services	Application Support Specialist

## Exhibit B – November 2, 2011

### Return to Civil Service Reporting Period – 8/22/11 – 10/16/11

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