

# ***AGENDA***

## City of Sioux Falls Civil Service Board

November 15, 2012, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – September 12, 2012
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Promo/Transfer Eligibility List 3529 Mechanic
  - b. Entrance Eligibility List 3530 Mechanic
  - c. Entrance Eligibility List 3533 Landfill Environmental Technician
- 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 (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
  - 1 Suspension
  - 2 Demotion
  - 3 Dismissal
- 7) Proposed Amendments to Civil Service Rules
- 8) Adjournment

## Exhibit A – November 15, 2012, CSB Meeting

### 1. Advertising: Reporting Period – September 3, 2012 – October 28, 2012

Mechanic	Landfill Environmental Technician
Administrative Assistant – Engineering	Wastewater Maintenance Supervisor
Technical Clerk – Fire	Custodial Worker
Technology Support Specialist	Park Caretaker
Chief Property Maintenance Inspector	

### 2. Eligibility List – Reporting Period – September 3, 2012 – October 28, 2012

3526	ENTRANCE	FIRE PROTECTION ENGINEER	14-Dec-12
3527	ENTRANCE	ZONING ENFORCEMENT OFFICER	7-Dec-12
3528	PROMO	POLICE SERGEANT	27-Sep-13
3529	PROMO	MECHANIC	28-Dec-12
3530	ENTRANCE	MECHANIC	28-Dec-12
3531	ENTRANCE	LIBRARIAN	27-Dec-12
3532	PROMO	LIBRARIAN	27-Dec-12
3533	ENTRANCE	LANDFILL ENVIRONMENTAL TECH	18-Jan-13

## Exhibit A Section 3 – November 15, 2012, 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>
12-27	Midmanagement	Add	Chief Property Maintenance Inspector	414	C51-1

## EXHIBIT B – November 15, 2012

### New Hires – Reporting Period 9/3/12 – 10/28/12

Eligibility List #	Name	Classification	Hire Date	MOU
3518	Simons, Danielle	Police Evidence Technician	9/4/2012	21 Police
3497	Whitlock, Jennifer	Financial Analyst	9/4/2012	10 Finance
3527	Schmidt Jr., Albert	Zoning Enforcement Officer	10/1/2012	25 Planning/Bldg Services
3525	Stenzel, Jason	Forensic Specialist II	10/9/2012	21 Police
3526	Clark, Dennis	Fire Protection Engineer (PE)	10/22/2012	15 Fire

### Off Probation – Entrance Reporting Period – 9/3/12 – 10/28/12

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
8316	Faris, Jon	Utilities System Worker	9/6/2011	75 Water Maint	9/6/2012
3448	Creegan, Sara	Licensed Practical Nurse (LPN)	9/6/2011	18 Health	9/6/2012
3453	Fleming, Christopher	Utilities System Worker	9/19/2011	75 Water Maint	9/19/2012
3449	Vink, Howard	Traffic Signal Technician	9/19/2011	33 Street	9/19/2012
3456	Paa, Daniel	City Carrier	10/3/2011	24 Multi-Media Support	10/3/2012
3400	Gerwer, Mark	Wastewater Operator	10/3/2011	77 Water Rec	10/3/2012
3455	Flannery, April	Dental Assistant	10/3/2011	18 Health	10/3/2012
3461	VanLaar, Benjamin	Animal Control Officer	10/17/2011	21 Police	10/17/2012
3457	Bruns, Zachary	Traffic Sign Technician	10/17/2011	14 Engineering	10/17/2012

## EXHIBIT B – November 15, 2012

### Promotions - Reporting Period - 9/3/12 – 10/28/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3529	Cunningham, Joshua	10/15/2012	Vehicle/Equipment Service Worker	51 Fleet	Mechanic	51 Fleet

### Off Probation - Promotional Reporting Period – 9/3/12 – 10/28/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3466	Kooistra, Sean	3/5/2012	Police Officer	21 Police	Police Sergeant	21 Police	9/5/12
3466	Olson, Michael	4/2/2012	Police Officer	21 Police	Police Sergeant	21 Police	10/2/12
3489	Balk, Shane	4/2/2012	Engineering Technician	14 Engineering	Engineering Technician II	14 Engineering	10/2/12
3494	Palmer, Jamie	4/16/2012	Assistant City Clerk	9 City Council	Licensing Specialist	6 Attorney	10/16/12

### Transfers - Reporting Period – 9/3/12 – 10/28/12

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

### Off Probation - Transfers - Reporting Period – 9/3/12 – 10/28/12

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

### Reassignments – Chapter 30/Reclassifications Reporting Period – 9/3/12 – 10/28/12

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

## EXHIBIT B – November 15, 2012

### Separations – Reporting Period – 9/3/12 – 10/28/12

Name	Separation Date	Hire Date	MOU	Classification
Klemisch, Abigail	9-18-12	11-22-04	64 Park	Park Service Worker
Lerdal-VanAartson, Patty	10-5-12	12-26-88	18 Health	Administrative Assistant
Priest, Jan	10-11-12	8-16-71	14 Engineering	Administrative Assistant
Lind, Peggy	10-12-12	12-16-96	28 Library	Librarian
McClure, Rodney	10-12-12	3-10-97	51 Fleet	Mechanic
Moulton, Robert	10-12-12	2-17-04	11 Facilities Management	Custodial Worker
Nelson, Randy	10-12-12	2-26-90	77 Water Reclamation	Wastewater Maintenance Supervisor
Schott, Kelly	10-26-12	2-27-06	15 Fire	Technical Clerk

### Separations within Probation Period Reporting Period – 9/3/12 – 10/28/12

Name	Separation Date	Hire Date	MOU	Classification
White, Seth	10-26-12	11-28-11	75 Water Maintenance	Utilities System Worker

### Return to Civil Service Reporting Period – 9/3/12 – 10/28/12

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