

AGENDA

City of Sioux Falls Civil Service Board

March 7, 2012, Meeting

HUMAN RESOURCES CONFERENCE ROOM

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – January 11, 2012
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Utilities System Worker, Entrance (6 months)
 - b. Lead Building Maintenance Mechanic, Entrance (6 months)
 - c. Administrative Assistant, Entrance
 - d. Library Assistant, 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) 2011 Annual Civil Service Report
- 8) Adjournment

Exhibit A – March 7, 2012, CSB Meeting

1. Advertising: Reporting Period – December 26, 2011 – February 19, 2012

Clinic Lab Aide	Civil Engineer
Police Officer	Engineering Technician
Wastewater Operator	Financial Analyst
Principal Engineer	Electrical Inspector

2. Eligibility List – Reporting Period – December 26, 2011 – February 19, 2012

3480	ENTRANCE	UTILITIES SYSTEM WORKER LEAD BLDG MAINTENANCE	19-Mar-12
3481	ENTRANCE	MECHANIC	5-Apr-12
3482	ENTRANCE	FIREFIGHTER	12-Feb-13
3483	ENTRANCE	CIVIL ENGINEER (TRAFFIC)	20-Jan-12
3484	ENTRANCE	LINE WORKER	24-Apr-12
3485	ENTRANCE	ADMINISTRATIVE ASSISTANT	27-Apr-12
3486	ENTRANCE	LIBRARY ASSISTANT	2-May-12
3487	ENTRANCE	CRIMINAL ANALYST	2-May-12

Exhibit A Section 3 – March 7, 2012, CSB Meeting

3. Classification Plan Amendments

None to report.

Exhibit B – March 7, 2012

New Hires – Reporting Period 12/26/11 – 2/19/12

Eligibility List #	Name	Classification	Hire Date	MOU
3475	Janssen, Ryan	Application Support Analyst	1/9/2012	16 Central Services
3477	Buller, Maureen	Technical Clerk	1/9/2012	14 Engineering
3479	Knutson, Scott	Engineering Technician	1/9/2012	14 Engineering
3453	Lewis, Joshua	Utilities System Worker	1/9/2012	75 Water Maintenance
3431	DeVaney, Douglas	Park Service Worker	1/23/2012	64 Park
3481	Williams, Jeremy	Ld Building Maintenance Mechanic	2/6/2012	11 Facilities Mgmt

**Off Probation – Entrance
Reporting Period – 12/26/11 – 2/19/12**

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3394	Junker, Jeremy	Park Mechanic	1/10/2011	64 Park	1/10/2012
3392	Alberico, Stephen	Fire inspector (civilian)	1/10/2011	15 Fire	1/10/2012
3386	Heffron, Joseph	Sustainability Technician	1/10/2011	66 Landfill	1/10/2012
3396	Foster, Carol	Risk Specialist	1/18/2011	16 Central Services	1/18/2012
3403	Berkness, Eric	Building Maintenance Worker	1/24/2011	11 Facilities Mgmt	1/24/2012

Exhibit B – March 7, 2012

Promotions - Reporting Period - 12/26/11 – 2/19/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3478	Brunette, Steven	12/26/2011	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire
3478	Thom, Travis	12/26/2011	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire
3425	Hart, Matthew	1/9/2012	Park Service Worker	64 Park	Park Caretaker	64 Park
3474	Johnson, Nicole	1/9/2012	Library Assistant	28 Library	Library Associate	28 Library
3406	Greenwood, Philip	2/6/2012	Wastewater Operator	77 Water Rec	Lead Wastewater Operator (cert)	77 Water Rec

**Off Probation - Promotional
Reporting Period – 12/26/11 – 2/19/12**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3369	Schneider, Dan	6/27/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/27/11
3370	Ridge II, John	6/27/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	12/27/11
3369	Dykstra, Robert	6/27/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/27/11
3370	Anderson, Scott	6/27/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	12/27/11
3438	Schmidt, Michael	7/11/2011	Firefighter	15 Fire	Fire Inspector Unif.	15 Fire	1/11/12
3436	Hochstein, Penny	7/11/2011	Word Processor	21 Police	Lead Police Records Clerk	21 Police	1/11/12
3370	Mortensen, Bo	7/11/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	1/11/12
3441	Moxley, Cody	7/25/2011	Utilities System Worker	75 Water Maint	Lead Utilities System Worker	75 Water Maint	1/25/12
3370	Foster, Rocky	8/8/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	2/8/12

Exhibit B – March 7, 2012

Transfers - Reporting Period – 12/26/11 – 2/19/12

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

Off Probation - Transfers - Reporting Period – 12/26/11 – 2/19/12

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 - 12/26/11 – 2/19/12**

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

Separations - Reporting Period - 12/26/11 – 2/19/12

Name	Separation Date	Hire Date	MOU	Classification
Olsen, Justin	12-26-11	7-15-96	21 Police	Police Officer
Swenson, Stacey	1-6-12	6-30-08	18 Health	Medical Assistant
Jeffers, Karen	1-13-12	1-21-92	28 Library	Library Assistant
Schaefer, Stephen	1-13-12	3-18-91	21 Police	Police Officer
Williams, Carla	1-13-12	1-2-07	28 Library	Library Associate
Eaves, Walter	2-3-12	6-12-00	77 Water Rec	Lead Wastewater Operator
Schwint, Ronald	2-7-12	1-7-91	21 Police	Police Sergeant

Exhibit B – March 7, 2012

**Separations within Probation Period
Reporting Period – 12/26/11 – 2/19/12**

Name	Separation Date	Hire Date	MOU	Classification
Walter, Tate	1-29-12	8-8-11	21 Police	Police Officer
Bolen, Justin	2-8-12	8-8-11	21 Police	Police Officer

**Return to Civil Service
Reporting Period – 12/26/11 – 2/19/12**

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