

City of Sioux Falls
Civil Service Board
MINUTES

March 7, 2012

Human Resources Conference Room

MEMBERS PRESENT: Hitzemann, Moore and Theeler

MEMBERS ABSENT: Grevlos

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:17 p.m. on March 7, 2012.
- 2) **A motion was made by Theeler and seconded by Hitzemann to approve the minutes of the January 11, 2012, meeting.** Motion carried unanimously.
- 3) **A motion was made by Hitzemann and seconded by Theeler to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3480 Utilities System Worker (6 months)
 - b. Entrance Eligibility List 3481 Lead Building Maintenance Mechanic (6 months)
 - c. Entrance Eligibility List 3485 Administrative Assistant
 - d. Entrance Eligibility List 3486 Library Assistant

Motion carried unanimously.
- 4) **A motion was made by Theeler, seconded by Hitzemann to approve the advertising, eligibility lists and classification plan amendments as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Hitzemann, seconded by Theeler to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Theeler, seconded by Hitzemann that the Civil Service Board enter Executive Session to discuss personnel issues at 12:26 p.m. A motion was made by Hitzemann, seconded by Theeler to exit Executive Session at 12:34 p.m.

6) A motion was made by Theeler and seconded by Hitzemann to order the disciplinary actions as recorded and set forth in Exhibit C. Motion carried unanimously.

7) A motion was made by Theeler and seconded by Hitzemann to approve the 2011 Annual Civil Service Report. Motion carried unanimously.

8) Having no further business, a motion was made by Hitzemann and Theeler seconded to adjourn the meeting. Motion carried unanimously.

The Board will meet on Wednesday, May 9, 2012, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:48 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

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.