

**City of Sioux Falls**  
**Civil Service Board**  
***MINUTES***

September 12, 2012  
Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hitzemann and Moore

GUEST: Sandra Hoglund Hanson

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad and O'Toole

- 1) The meeting was called to order at 12:12 p.m. on September 12, 2012.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the July 19, 2012, meeting.** Motion carried unanimously.
- 3) **A motion was made by Grevlos and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
  - a. Entrance Eligibility List 3518 Police Evidence Technician
  - b. Entrance Eligibility List 3520 Urban Planner
  - c. Entrance Eligibility List 3522 Water Service Technician
  - d. Entrance Eligibility List 3524 GIS Specialist
  - e. Entrance Eligibility List 3525 Forensic Specialist I/II
- 4) **A motion was made by Hitzemann, seconded by Grevlos 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 Grevlos, seconded by Hitzemann to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

Sandra left the room at this time.

**A motion was made by Hitzemann, seconded by Grevlos that the Civil Service Board enter Executive Session to discuss personnel issues at 12:26 p.m. A motion was made by Grevlos, seconded by Hitzemann to exit Executive Session at 12:33 p.m.**

Sandra returned to the room at this time.

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

Jane notified the board that Civil Service Rule amendments will be proposed at the next meeting.

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

The Board will meet on Wednesday, November 7, 2012, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:37 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – September 12, 2012, CSB Meeting

### 1. Advertising: Reporting Period – June 25, 2012 – September 2, 2012

GIS Specialist  
Fire Protection Engineer  
Administrative Assistant  
Librarian

Forensic Specialist I/II  
Zoning Enforcement Office  
Police Officer

### 2. Eligibility List – Reporting Period – June 25, 2012 – September 2, 2012

3512	PROMO/TRANS	FIRE CAPTAIN	12-Jun-13
3513	PROMO/TRANS	FAO	20-Jun-13
3514	ENTRANCE	NETWORK SECURITY ADMINISTRATOR	18-Sep-12
3515	ENTRANCE	FIRE PROTECTION ENGINEER	7-Sep-12
3516	ENTRANCE	WATER OPERATOR	26-Sep-12
3517	ENTRANCE	APPLICATION SUPPORT ANALYST	9-Oct-12
3518	ENTRANCE	POLICE EVIDENCE TECHNICIAN	10-Oct-12
3519	ENTRANCE	POLICE OFFICER	6-Aug-12
3520	ENTRANCE	URBAN PLANNER	19-Oct-12
3521	PROMO/TRANS	URBAN PLANNER	19-Oct-12
3522	ENTRANCE	WATER SERVICE TECHNICIAN	30-Oct-12
3523	PROMO/TRANS	WATER SERVICE TECHNICIAN	30-Oct-12
3524	ENTRANCE	GIS SPECIALIST	1-Nov-12
3525	ENTRANCE	FORENSIC SPECIALIST I/II	17-Nov-12

## Exhibit A Section 3 – September 12, 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>
12-25	General	Add	Landfill Environmental Technician	603	B24-2
12-25	General	Delete	Housing Inspector	413	C42-2
12-25	General	Add	Property Maintenance Inspector	415	C42-2
12-25	General	Delete	Engineering Document Control Clerk	243	B23-2
12-25	General	Add	Engineering Document Control Specialist	243	B31-2

## Exhibit B – September 12, 2012

### New Hires – Reporting Period 6/25/12 – 9/2/12

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>Hire Date</b>	<b>MOU</b>
3508	Hamilton, Eric	Equipment Operator	6/25/2012	33 Street
3507	Nelson, Brooke	Animal Control Officer	6/25/2012	21 Police
3499	Iverson, Geriann	Licenses Practical Nurse (LPN)	6/25/2012	18 Health
3497	Nelson, Shana	Financial Analyst	6/25/2012	10 Finance
3511	Dhoore, Paul	Wastewater Operator	6/25/2012	77 Water Rec
3510	Saathoff, Eric	Recreation Program Specialist	7/16/2012	64 Park
3510	Paulos, Lisa	Recreation Program Specialist	7/23/2012	64 Park
3510	Archer, Kassidi	Recreation Program Specialist	7/23/2012	64 Park
3519	Frerichs, Paul	Police Officer	8/6/2012	21 Police
3519	Healy, Adam	Police Officer	8/6/2012	21 Police
3519	Baker, Ryan	Police Officer	8/6/2012	21 Police
3519	Baker, Jason	Police Officer	8/6/2012	21 Police
3519	Branch, Ian	Police Officer	8/6/2012	21 Police
3519	Bergman, Jenifer	Police Officer	8/6/2012	21 Police
3519	Stavenger, Rachel	Police Officer	8/6/2012	21 Police
3519	Van Ravenswaay, Trent	Police Officer	8/6/2012	21 Police
3519	Vanderhule, Chase	Police Officer	8/6/2012	21 Police
3519	Leveranz, Landon	Police Officer	8/6/2012	21 Police
3519	Holmquest, Cynthia	Police Officer	8/6/2012	21 Police
3517	Hage, Leif	Application Support Analyst	8/6/2012	16 Central Services
3514	Seager, Eric	Network Security Administrator	8/6/2012	16 Central Services
3516	Huber, Victor	Water Operator	8/13/2012	75 Water
3524	VanDeBerg, Darin	GIS Specialist	8/20/2012	14 Engineering

## Exhibit B – September 12, 2012

### Off Probation – Entrance Reporting Period – 6/25/12 – 9/2/12

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>New Hire</b>	<b>MOU</b>	<b>Date Probation Completed</b>
3431	Blake, Kyle	Park Service Worker	6/27/2011	64 Park	6/27/2012
3431	Ward, Logan	Park Service Worker	6/27/2011	64 Park	6/27/2012
3431	Ollerich, Michael	Park Service Worker	6/27/2011	64 Park	6/27/2012
3435	Gran, Kristin	Technical Clerk	6/27/2011	33 Street	6/27/2012
3426	Johnson, Ryan	Principal Engineer	6/27/2011	14 Engineering	6/27/2012
3434	Williams, Matthew	Application Support Analyst	7/11/2011	16 Central Services	7/11/2012
3428	Rollag, Kerri	LPN	7/18/2011	18 Health	7/18/2012
3432	Wood, Patrick	Custodial Supervisor	7/11/2011	11 Facilities Mgmt	7/11/2012
3375	Serie, Carol	Word Processor	7/26/2011	21 Police	7/26/2012
3439	Songstad, Mackenzie	Technical Clerk	8/8/2011	18 Health	8/8/2012
3385	Harris, Emily	Library Asst	8/8/2011	28 Library	8/8/2012
3444	Meyer, Jason	Police Officer	8/8/2011	21 Police	8/8/2012
3444	Winninger, Jill	Police Officer	8/8/2011	21 Police	8/8/2012
3444	Buiter, Adam	Police Officer	8/8/2011	21 Police	8/8/2012
3444	Rygg, Mychal	Police Officer	8/8/2011	21 Police	8/8/2012
3444	Mattson, Joseph	Police Officer	8/8/2011	21 Police	8/8/2012
3445	Holliday, Clifton	Custodial Worker	8/22/2011	11 Facilities Mgmt	8/22/2012
3447	Pearson, Jean	Recreation Program Coordinator	8/22/2011	64 Park	8/22/2012

## Exhibit B – September 12, 2012

### Promotions - Reporting Period - 6/25/12 – 9/2/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3512	Anderson, Scott	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3512	Boe, Trent	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3512	Gramlick, Michael	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3512	Irsfeld, Christopher	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3512	Donelan, Patrick	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3523	O'Kane, Michael	8/20/2012	Laborer	75 Water	Water Service Technician	75 Water

### Off Probation - Promotional Reporting Period – 6/25/12 – 9/2/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3425	Hart, Matthew	1/9/2012	Park Service Worker	64 Park	Park Caretaker	64 Park	7/9/12
3474	Johnson, Nicole	1/9/2012	Library Assistant	28 Library	Library Associate	28 Library	7/9/12
3406	Greenwood, Philip	2/6/2012	Wastewater Operator	77 Water Rec	Lead Wastewater Oper (cert)	77 Water Rec	8/6/12

### Transfers - Reporting Period – 6/25/12 – 9/2/12

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
	Rensch, Brandi	7/23/2012	Environmental Technician	66 Landfill	Sustainability Technician	66 Landfill

### Off Probation - Transfers - Reporting Period – 6/25/12 – 9/2/12

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
--------------------	------	------------------	-----------------------	-----	--------------------	---------	----------------

None to report.

## Exhibit B – September 12, 2012

### Reassignments – Chapter 30/Reclassifications Reporting Period – 6/25/12 – 9/2/12

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Odden, Elizabeth	8-28-12	Engineering Document Control Clerk	14 Engineering	Engineering Document Control Specialist	14 Engineering
Boysen, Kelly	8-28-12	Housing Inspector	25 Planning	Property Maintenance Inspector	25 Planning
Hein, Dan	8-28-12	Housing Inspector	25 Planning	Property Maintenance Inspector	25 Planning

### Separations – Reporting Period – 6/25/12 – 9/2/12

Name	Separation Date	Hire Date	MOU	Classification
Titus, Bartholomew	7-6-12	3-2-09	21 Police	Forensic Specialist I
Petterson, Eric	7-27-12	8-25-03	64 Park	Recreation Program Specialist
Ellman, Alexander	7-28-12	7-6-04	21 Police	Police Officer
Ladonski, Aimee	8-1-12	12-29-08	66 Landfill	Sustainability Coordinator
Stafford, William	8-23-12	2-14-94	21 Police	Police Officer

### Separations within Probation Period Reporting Period – 6/25/12 – 9/2/12

Name	Separation Date	Hire Date	MOU	Classification
Konz, James	7-31-12	11-14-11	21 Police	Police Officer

### Return to Civil Service Reporting Period – 6/25/12 – 9/2/12

Name	Date	Former Classification	New Classification	New MOU
------	------	-----------------------	--------------------	---------

None to report.