

City of Sioux Falls
Civil Service Board
MINUTES

November 18, 2013
Human Resources Conference Room

MEMBERS PRESENT: Carpenter, Grevlos and Hanson

MEMBERS ABSENT: Hitzemann

STAFF PRESENT: Hannestad and Holsen

- 1) The meeting was called to order at 12:06 p.m. on November 18, 2013.
- 2) **A motion was made by Grevlos and seconded by Carpenter to approve the minutes of the September 18, 2013, meeting.** Motion carried unanimously.
- 3) **A motion was made by Carpenter and seconded by Grevlos to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3609 Recreation Program Specialist
 - b. Entrance Eligibility List 3610 Water Distribution System Technician
 - c. Promo/Transfer Eligibility List 3612 Community Development Manager
- 4) **A motion was made by Grevlos, seconded by Carpenter 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 Carpenter, seconded by Grevlos to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Grevlos, seconded by Carpenter that the Civil Service Board enter Executive Session to discuss personnel issues at 12:20 p.m. A motion was made by Grevlos, seconded by Carpenter to exit Executive Session at 12:30 p.m.

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

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

The Board will meet on Wednesday, January 8, 2014, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:31 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

Exhibit A – November 18, 2013, CSB Meeting

1. Advertising: Reporting Period – September 2, 2013 – November 10, 2013

Urban Planner	Building Maintenance Worker
Community Development Manager	Mechanic
Recreation Program Specialist	Water Distribution System Technician
Residue Coordinator	Vehicle Equipment Service Worker
HR Payroll Analyst	Mechanic
Animal Control Officer	Civil Engineer
Custodial Worker	Fire EMS Educator
Forensic Specialist	Wastewater Operator
Fire EMS Educator	Technical Clerk (Street)

2. Eligibility List – Reporting Period – September 2, 2013 – November 10, 2013

3601	ENTRANCE	CRIME LAB MANAGER	10-Dec-13
3602	PROMO/TRANS	CRIME LAB MANAGER	10-Dec-13
3603	ENTRANCE	MECHANIC	25-Dec-13
3604	PROMO/TRANS	MECHANIC	25-Dec-13
3605	ENTRANCE	URBAN PLANNER	25-Dec-13
3606	ENTRANCE	BUILDING MAINTENANCE WORKER	20-Dec-13
3607	PROMO/TRANS	BUILDING MAINTENANCE WORKER	20-Dec-13
3608	PROMO/TRANS	POLICE SERGEANT	26-Sep-14
3609	ENTRANCE	RECREATION PROGRAM SPECIALIST	27-Dec-13
3610	ENTRANCE	WATER DISTRIBUTION SYSTEM TECH	8-Jan-14
3611	ENTRANCE	COMMUNITY DEVELOPMENT MANAGER	2-Jan-14
3612	PROMO/TRANS	COMMUNITY DEVELOPMENT MANAGER	2-Jan-14

Exhibit A Section 3 – November 18, 2013, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
13-27	Midmanagement	Add	Advanced Practice Provider	163	D62-1
13-27	Appointed	Add	Chief Medical Officer	162	605-8
13-28	Midmanagement	Delete	Assistant Fire Marshal	208/ 202	880-6
13-28	Midmanagement	Add	Fire Battalion Chief/Enforcement and Investigation	208/ 202	880-6

EXHIBIT B – November 18, 2013

New Hires – Reporting Period 8/5/13 – 11/10/13

Eligibility List #	Name	Classification	Hire Date	MOU
3589	Pearson, Andrew	Police Officer	8/5/2013	21 Police
3589	Dunn, Matt	Police Officer	8/5/2013	21 Police
3589	Billups, Christopher	Police Officer	8/5/2013	21 Police
3589	Westrum, Chad	Police Officer	8/5/2013	21 Police
3589	Locy, Rachel	Police Officer	8/5/2013	21 Police
3589	Bintliff, Corey	Police Officer	8/5/2013	21 Police
3589	Hunt, Kenneth	Police Officer	8/5/2013	21 Police
3589	Oswald, Dan	Police Officer	8/5/2013	21 Police
3589	Jasper, Jason	Police Officer	8/5/2013	21 Police
3592	Plueger, Becki	Purchasing Specialist	9/9/2013	10 Finance
3593	Reker, Alice	Library Assistant	9/9/2013	28 Library
3593	Borden, Brian	Library Assistant	9/3/2013	28 Library
3593	Newton, Monica	Library Assistant	9/3/2013	28 Library
3593	O'Hara, Ashley	Library Assistant	9/3/2013	28 Library
3595	Kneip, Mary	Clinical/Lab Aide	9/3/2013	18 Health
3596	Chapman, Gabe	Mechanical Inspector	9/16/2013	25 Planning
3593	Josephsen, Nicole	Library Assistant	9/16/2013	28 Library
3593	Mustic, Aldijana	Library Assistant	9/16/2013	28 Library
3597	Lantgen, Jessica	Sustainability Technician	9/30/2013	66 Landfill
3594	Dott, Ryan	Forensic Specialist I	10/21/2013	21 Police
3605	deKoeyer, Diane	Urban Planner	10/21/2013	25 Planning
3609	Tornow, Megan	Recreation Program Specialist	10/28/2013	64 Park
3611	Kinstad, Lester	CD Manager	10/28/2013	60 CD
3610	Lupkes, Nicholas	Water Dist. System Tech	10/28/2013	75 Water Maint
3607	Bierman, Matthew	Building Maintenance Worker	10/28/2013	11 Facilities Mgmt

EXHIBIT B – November 18, 2013

Off Probation – Entrance Reporting Period – 9/2/13 – 11/10/13

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3497	Whitlock, Jennifer	Financial Analyst	9/4/2012	10 Finance	9/4/2013
3519	Frerichs, Paul	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Healy, Adam	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Baker, Ryan	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Branch, Ian	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Bergman, Jenifer	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Stavenger, Rachel	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Vanderhule, Chase	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Leveranz, Landon	Police Officer	8/6/2012	21 Police	11/6/2013
3519	Holmquest, Cynthia	Police Officer	8/6/2012	21 Police	11/6/2013
3527	Schmidt Jr., Albert	Zoning Enforcement Officer	10/1/2012	25 Planning	10/1/2013
3526	Clark, Dennis	Fire Protection Engineer (PE)	10/22/2012	15 Fire	10/22/2013

Promotions - Reporting Period - 9/2/13 – 11/10/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3602	Johnson, Brad	9/16/2013	Forensic Spec II	21 Police	Crime Lab Manager	21 Police
3604	Boysen, Mitchell	9/30/2013	Vehicle/Equip Service Worker	51 Fleet	Mechanic	51 Fleet
3591	Neugebauer, Jenna	10/28/2013	Library Assistant	28 Library	Library Associate	28 Library

EXHIBIT B – November 18, 2013

Off Probation - Promotional Reporting Period – 9/2/13 – 11/10/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3541	Hoiland, Austin	3/4/2013	Park Service Worker	64 Park	Park Caretaker	64 Park	9/4/13
3541	Renczykowski, James	3/4/2013	Park Service Worker	64 Park	Park Caretaker	64 Park	9/4/13
3560	Banghart, Marty	3/4/2013	Wastewater Operator	77 Water Rec	Lead Wastewater Operator	77 Water Rec	9/4/13
3563	Miles, Lori	3/25/2013	Billing Cashier	75 Water Billing	Payroll/Benefits Specialist	7 HR	9/25/13
3513	Skoglund, Christopher	3/18/2013	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	9/18/13
3512	Dulaney, Garrett	3/18/2013	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	9/18/13
3544	Clare, Amy	4/15/2013	Library Assistant	28 Library	Library Associate	28 Library	10/15/13
3573	Hochstein, Shad	4/15/2013	Collection Technician	77 Water Rec	Collection Specialist	77 Water Rec	10/15/13

Transfers - Reporting Period – 9/2/13 – 11/10/13

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3600	Brown, Sonya	10/23/2013	Technical Clerk	33 Street	Police Evidence Technician	21 Police

Off Probation - Transfers - Reporting Period – 9/2/13 – 11/10/13

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

EXHIBIT B – November 18, 2013

Reassignments – Chapter 30/Reclassifications Reporting Period – 9/2/13 – 11/10/13

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Beckman, Cole	9/2/2013	Emergency Vehicle Tech	15 Fire	Emergency Vehicle Tech (Cert)	15 Fire
Top, Michael	11/4/2013	Asst Fire Marshal Civ	15 Fire	Fire Batt Chief/Enf and Invest.	15 Fire

Separations – Reporting Period – 9/2/13 – 11/10/13

Name	Separation Date	Hire Date	MOU	Classification
Paulos, Lisa	9-10-13	7-23-12	64 Park	Recreation Program Specialist
Drew, Daniel	9-13-13	8-9-99	11 Facilities Mgmt	Bldg Maint Worker
Verhoeven, Justin	9-16-13	2-4-02	51 Fleet	Mechanic
Konechne, Francis	10-11-13	9-24-07	51 Fleet	Mechanic
Fruehwirth, Shirley	10-18-13	7-28-08	28 Library	Library Assistant
McElhaney, Dwight	10-18-13	2-21-89	60 Community Development	Community Dev Manager
Pfannenstein, Joyce	10-18-13	6-1-95	28 Library	Library Associate
Schmit, Gregory	10-25-13	1-3-94	21 Police	Police Officer
Johns, Sarah	11-5-13	10-20-08	18 Health	Social Worker

Separations within Probation Period Reporting Period – 9/2/13 – 11/10/13

Name	Separation Date	Hire Date	MOU	Classification
Feddersen, Wayne	9-25-13	2-19-13	21 Police	Police Officer
Ocvirek, Alexander	10-1-13	2-19-13	21 Police	Police Officer

EXHIBIT B – November 18, 2013

Return to Civil Service Reporting Period – 9/2/13 – 11/10/13

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