

City of Sioux Falls
Civil Service Board
MINUTES

March 6, 2013
Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hitzemann, Hanson and Moore

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:04 p.m. on March 6, 2013.
- 2) **A motion was made by Hitzemann and seconded by Hanson to approve the minutes of the January 9, 2013, meeting, as amended.** Motion carried unanimously.

There were no eligibility lists to extend.

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

A motion was made by Hitzemann, seconded by Hanson that the Civil Service Board enter Executive Session to discuss personnel issues at 12:11 p.m. A motion was made by Hanson, seconded by Grevlos to exit Executive Session at 12:18 p.m.

- 5) **A motion was made by Grevlos, seconded by Hitzemann to order the disciplinary actions as recorded and set forth in Exhibit C.** Motion carried unanimously.
- 6) **A motion was made by Hanson, seconded by Hitzemann, to accept the 2012 Civil Service Board Report with an amendment to page 15 by changing the total number of terminations from 1 to 3 and adding 1 termination to the Health Department and 1 to Parks and Recreation.** Motion carried unanimously.

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

The Board will meet on Wednesday, May 8, 2013, at noon in the Human Resources Conference Room. The May meeting will represent Board Member James Moore's last official meeting due to term limits.

Meeting was adjourned at 12:25 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – March 6, 2013, CSB Meeting

1. Advertising: Reporting Period – December 24, 2012 – February 17, 2013

Electrician	Project Manager
Sustainability Coordinator	System Administrator
Business Specialist	Park Service Worker
Application Development Supervisor	Residue Coordinator
Payroll/Benefits Specialist	

2. Eligibility List – Reporting Period – December 24, 2012 – February 17, 2013

3555	ENTRANCE	ANIMAL CONTROL OFFICER	4-Apr-13
3556	ENTRANCE	SYSTEM ADMINISTRATOR	4-Jan-13
3557	ENTRANCE	PROPERTY MAINTENANCE INSPECTOR	15-Apr-13
3558	PROMO/TRANS	PROPERTY MAINTENANCE INSPECTOR	15-Apr-13
3559	PROMO/TRANS	ELECTRICIAN	8-May-13

Exhibit A Section 3 – March 6, 2013, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
13-02	Midmanagement	Delete	Desktop Support Supervisor	129	C43-1
13-02	Midmanagment	Delete	Information Technology Supervisor	138	C51-1
13-02	Midmanagement	Add	Information Technology Support Supervisor	138	C51-1
13-02	Midmanagement	Add	Application Development Supervisor	132	C51-1
13-02	Midmanagement	Delete	Programmer Analyst	134	C43-1
13-02	Midmanagement	Add	Application Development Analyst	134	C43-1
13-02	Midmanagement	Delete	Application Support Analyst	135	C42-1
13-02	Midmanagement	Add	Information Technology Support Analyst	135	C43-1
13-02	General	Delete	Programmer/Advanced	131/ 133	B25-2/ C42-2
13-02	General	Add	Application Programmer	133	C42-2
13-02	Appointed	Delete	Executive Assistant to the Mayor	800	C51-8
13-03	Midmanagement	Delete	Employment Specialist	039	C42-1
13-03	Midmanagement	Add	Human Resources Coordinator	039	C42-1
13-03	Midmanagement	Delete	HRIS/Payroll Specialist	149	C43-1
13-03	Midmanagement	Add	Human Resources Payroll Analyst	149	C43-1
13-03	Classified	Delete	Human Resources Clerk	146	B23-3
13-03	Classified	Add	Human Resources Technician	146	B23-3
13-03	Classified	Delete	Benefits Technician	037	B25-3
13-03	Classified	Add	Payroll/Benefits Specialist	034	B32-3
13-03	General	Add	City Carrier/Library	148	B21-2

EXHIBIT B – March 6, 2013

New Hires – Reporting Period 12/24/12 – 2/17/13

Eligibility List #	Name	Classification	Hire Date	MOU
3552	Weatherly, Lance	Civil Engineer PE	1/14/2013	14 Engineering
3550	Marshall, Cynthia	Recreation Program Coordinator	1/7/2013	64 Park
3551	Linneweber, Jodi	Patient Support Tech	1/7/2013	18 Health
3545	Tripp, Melissa	Billing Specialist	1/7/2013	18 Health
3549	Kulla, Kevin	Utilities System Worker	1/7/2013	75 Water Maint
3486	Light, Jeri	Library Assistant	1/22/2013	28 Library
3486	Neugebauer, Jenna	Library Assistant	1/22/2013	28 Library
3551	Barker, Kelsey	Patient Support Tech	1/22/2013	18 Health
3547	Grode, Chad	Vehicle Equipment Service Worker	1/22/2013	51 Fleet
3508	Gould, Mark	Equipment Operator	2/4/2013	33 Street
3557	Boll, Patrick	Property Maintenance Inspector	2/11/2013	25 Planning/ Bldg Serv
3555	Beach, Trisha	Animal Control Officer	2/11/2013	21 Police

Off Probation – Entrance Reporting Period – 12/24/12 – 2/17/13

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3477	Buller, Maureen	Technical Clerk	1/9/2012	14 Engineering	1/9/2013
3479	Knutson, Scott	Engineering Technician	1/9/2012	14 Engineering	1/9/2013
3453	Lewis, Joshua	Utilities System Worker	1/9/2012	75 Water Maint	1/9/2013
3481	Williams, Jeremy	Lead Building Maintenance Mechanic	2/6/2012	11 Facilities Mgmt	2/6/2013
3360	Drummond, Shaun	Police Officer	11/14/2011	21 Police	2/14/2013

EXHIBIT B – March 6, 2013

Promotions - Reporting Period - 12/24/12 – 2/17/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3541	Studenski, Justin	1/7/2013	Park Service Worker	64 Park	Park Caretaker	64 Park
3553	Beckman, Cole	1/21/2013	Mechanic	51 Fleet	Emergency Vehicle Technician	15 Fire
3529	Radack, Zachary	1/21/2013	Vehicle/Equip Service Worker	51 Fleet	Mechanic	51 Fleet

**Off Probation - Promotional
Reporting Period – 12/24/12 – 2/17/13**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3512	Anderson, Scot	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/25/12
3512	Boe, Trent	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/25/12
3512	Gramlick, Michael	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/25/12
3512	Irsfeld, Christopher	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/25/12
3512	Donelan, Patrick	6/25/2012	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	12/25/12

Transfers - Reporting Period – 12/24/12 – 2/17/13

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

None to report.

Off Probation - Transfers - Reporting Period – 12/24/12 – 2/17/13

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
	Rensch, Brandi	7/23/2012	Environmental Technician	66 Landfill	Sustainability Technician	66 Landfill	1/23/13

EXHIBIT B – March 6, 2013

**Reassignments – Chapter 30/Reclassifications
Reporting Period – 12/24/12 – 2/17/13**

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Boden, Ann	1/7/2013	Financial Analyst	10 Finance	Business Analyst	10 Finance
Konda, Timothy	1/7/2013	Financial Analyst	10 Finance	Business Analyst	10 Finance
Nelson, Shana	1/7/2013	Financial Analyst	10 Finance	Business Analyst	10 Finance
Stuessi, Krista	1/7/2013	Financial Analyst	10 Finance	Business Analyst	10 Finance
Whitlock, Jennifer	1/7/2013	Financial Analyst	10 Finance	Business Analyst	10 Finance
Siegfried, Clayton	1/21/2013	Desktop Spt Supv	16 Central Services	IT Support Supervisor	16 Central Services
Hage, Leif	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
Williams, Matthew	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
Schnaible, Matthew	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
Sherman, Brian	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
Bentz, Wade	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
Putzier, Corey	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
Ahl, Noel	1/21/2013	Application Support Analyst	16 Central Services	IT Support Analyst	16 Central Services
DeClercq, Larry	1/21/2013	Programmer	16 Central Services	Application Programmer	16 Central Services
Beiswanger, Duane	1/21/2013	Programmer Analyst	16 Central Services	Application Programmer Analyst	16 Central Services
Vo, Leticia	1/21/2013	Programmer Analyst	16 Central Services	Application Programmer Analyst	16 Central Services
Rokusek, Kevin	1/21/2013	Programmer Analyst	16 Central Services	Application Programmer Analyst	16 Central Services

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Ormseth, Erin	1/21/2013	Programmer Analyst	16 Central Services	Application Programmer Analyst	16 Central Services
Gough, Julie	2/4/2013	Benefits Technician	7 Human Resources	Payroll/Benefits Specialist	7 Human Resources
Pottebaum, Kathleen	2/4/2013	Benefits Technician	7 Human Resources	Payroll/Benefits Specialist	7 Human Resources

Separations – Reporting Period – 12/24/12 – 2/17/13

Name	Separation Date	Hire Date	MOU	Classification
Mustic, Sabina	1-4-13	4-20-09	Library	Library Associate
Lerud, Arvid	1-11-13	1-19-93	Fire	Emergency Vehicle Technician
Sprenger, Donna	1-18-13	3-5-01	Health	Billing Specialist
Droge, Ronald	1-22-13	4-11-05	Street	Equipment Operator
Christensen, Michael	2-6-13	4-22-85	Street	Equipment Operator
Drovdal, Anthony	2-6-13	9-2-97	Fire	Fire Captain
Hinckley, Constance	2-6-13	2-17-87	Planning	Administrative Assistant
Lang, Thomas	2-11-13	6-5-95	Water Reclamation	Residue Coordinator

**Separations within Probation Period
Reporting Period – 12/24/12 – 2/17/13**

Name	Separation Date	Hire Date	MOU	Classification
-------------	------------------------	------------------	------------	-----------------------

None to report.

**Return to Civil Service
Reporting Period – 12/24/12 – 2/17/13**

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

None to report.