

City of Sioux Falls
Civil Service Board
MINUTES

January 9, 2013
Human Resources Conference Room

MEMBERS PRESENT: Hitzemann, Hanson and Moore

MEMBERS ABSENT: Grevlos

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:25 p.m. on January 9, 2013.
- 2) Hanson asked to change Board Member Name Hوجلund to Hanson throughout the minutes. **A motion was made by Hitzemann and seconded by Hanson to approve the minutes of the November 15, 2012, meeting, as amended.** Motion carried unanimously.
- 3) **A motion was made by Hanson and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Promo/Transfer Eligibility List 3536 Technical Clerk - Fire
 - b. Entrance Eligibility List 3537 Technical Clerk - Fire
 - c. Entrance Eligibility List 3538 Custodial Worker (3 months)
 - d. Entrance Eligibility List 3539 Administrative Assistant – Engineering
 - e. Promo/Transfer Eligibility List 3540 Administrative Assistant – Engineering
 - f. Promo/Transfer Eligibility List 3541 Park Caretaker
 - g. Entrance Eligibility List 3543 Technical Support Specialist
 - h. Promo/Transfer Eligibility List 3544 Library Associate (3 months)
 - i. Entrance Eligibility List 3547 Vehicle Equipment Service Worker
 - j. Entrance Eligibility List 3550 Recreation Program Coordinator/Special Events
 - k. Entrance Eligibility List 3551 Patient Support Technician
 - l. Promo/Transfer Eligibility List 3553 Emergency Vehicle Technician
 - m. Entrance Eligibility List 3554 Emergency Vehicle Technician
- 4) **A motion was made by Hitzemann, seconded by Hanson 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 Hanson, 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 12:30 p.m. A motion was made by Hanson, seconded by Hitzemann to exit Executive Session at 12:37 p.m.

- 6) **A motion was made by Hitzmann, seconded by Hanson to order the disciplinary actions as recorded and set forth in Exhibit C.** Motion carried unanimously.
- 7) Nomination for the 2013 – 2014 chairperson was open for recommendations. **Hitzemann made a motion that Moore be the chairperson. Hanson seconded the motion and called for the nomination to cease.** Motion carried unanimously.
- 8) **Having no further business, a motion was made by Hanson and Hitzemann seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, March 6, 2013, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:40 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – January 9, 2013, CSB Meeting

1. Advertising: Reporting Period – October 29, 2012 – December 23, 2012

Vehicle Equipment Service Worker	Civil Engineer
Library Associate	Utilities System Worker
Billing Specialist	Patient Support Technician
Property Maintenance Inspector	Emergency Vehicle Technician
Police Officer	System Administrator
Animal Control Officer	
Recreation Program Coordinator/Special Events	

2. Eligibility List – Reporting Period – October 29, 2012 – December 23, 2012

3534	ENTRANCE	WASTEWATER MAINT SUPERVISOR	22-Jan-13
3535	PROMO/TRANS	WASTEWATER MAINT SUPERVISOR	22-Jan-13
3536	PROMO/TRANS	TECHNICAL CLERK	24-Jan-13
3537	ENTRANCE	TECHNICAL CLERK	24-Jan-13
3538	ENTRANCE	CUSTODIAL WORKER	26-Jan-13
3539	ENTRANCE	ADMINISTRATIVE ASSISTANT (ENG)	29-Jan-13
3540	PROMO/TRANS	ADMINISTRATIVE ASSISTANT (ENG)	29-Jan-13
3541	PROMO/TRANS	PARK CARETAKER	8-Feb-13
3542	PROMO/TRANS	CHIEF PROPERTY MAINTENANCE INSP	8-Feb-13
3543	ENTRANCE	TECHNICAL SUPPORT SPECIALIST	19-Feb-13
3544	PROMO/TRANS	LIBRARY ASSOCIATE	21-Feb-13
3545	ENTRANCE	BILLING SPECIALIST	26-Feb-13
3546	PROMO/TRANS	BILLING SPECIALIST	26-Feb-13
3547	ENTRANCE	VEHICLE EQUIP SERVICE WORKER	26-Feb-13
3548	ENTRANCE	POLICE OFFICER	25-Feb-14
3549	ENTRANCE	UTILITIES SYSTEM WORKER	3-Mar-13
3550	ENTRANCE	RECREATION PROGRAM COORD/SE	5-Mar-13
3551	ENTRANCE	PATIENT SUPPORT TECHNICIAN	19-Mar-13
3552	ENTRANCE	CIVIL ENGINEER	12-Mar-13
3553	PROMO/TRANS	EMERGENCY VEHICLE TECHNICIAN	21-Mar-13
3554	ENTRANCE	EMERGENCY VEHICLE TECHNICIAN	21-Mar-13

Exhibit A Section 3 – January 9, 2013, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
12-29	Midmanagement	Add	System Administrator	145	C43-1
12-29	Midmanagement	Delete	Water Maintenance Supervisor	724	C43-1
12-29	Midmanagement	Add	Water Maintenance and Metering Supervisor	724	C51-1

EXHIBIT B – January 9, 2013

New Hires – Reporting Period 10/29/12 – 12/23/12

Eligibility List #	Name	Classification	Hire Date	MOU
3533	Short, Kasey	Landfil Environmental Technician	11/13/2012	66 Landfill
3537	Caven, Sara	Technical Clerk	11/13/2012	15 Fire
3533	McManus, Brian	Landfil Environmental Technician	11/13/2012	66 Landfill
3538	Fair, Sylvia	Custodial Worker	11/26/2012	11 Facilities Mgmt
3538	Hatzenbeller, Rick	Custodial Worker	12/3/2012	11 Facilities Mgmt
3543	Hartman, Kyle	Technical Support Specialist	11/26/2012	16 Central Services
3539	King, Kathryn	Administrative Assistant	11/26/2012	14 Engineering
3547	Boysen, Mitch	Vehicle Equipment Service Worker	12/17/2012	51 Fleet

**Off Probation – Entrance
Reporting Period – 10/29/12 – 12/23/12**

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3470	Brasel, Shawn	Landfill Equipment Operator	10/31/2011	66 Landfill	10/31/2012
3360	Bunkers, Bradley	Police Officer	11/14/2011	21 Police	11/14/2012
3459	Berger, Susan	Technical Clerk	11/21/2011	21 Police	11/21/2012
3468	Kellen-Anderson, Lisa	Public Health Scientist II	11/14/2011	18 Health	11/14/2012
3472	Terry, Joseph	Building Maintenance Worker	12/12/2011	65 Public Parking	12/12/2012
3437	Tiggelaar, Rollin	Water Service Technician	12/12/2011	75 Water Maint	12/12/2012

EXHIBIT B – January 9, 2013

Promotions - Reporting Period - 10/29/12 – 12/23/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3531	Boysen, Alysia	10/29/2012	Library Associate	28 Library	Librarian	28 Library
3535	Warkenthien, Jeffery	10/29/2012	Electrician	77 Water Rec	Wastewater Maintenance Supv	77 Water Rec
3542	Boysen, Kelly	11/12/2012	Property Maintenance Inspector	25 Planning/ Bldg Services	Chief Property Mntc Inspector	25 Planning/ Bldg Services
3544	Mustic, Sabina	11/26/2012	Library Assistant	28 Library	Library Associate	28 Library
3546	Flanders, Melinda	12/10/2012	Patient Support Technician	18 Health	Billing Specialist	18 Health

**Off Probation - Promotional
Reporting Period – 10/29/12 – 12/23/12**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3501	DeSchepper, Matt	5/14/2012	Equipment Operator	33 Street	Lead Equipment Operator	33 Street	11/14/12

Transfers - Reporting Period – 10/29/12 – 12/23/12

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

Off Probation - Transfers - Reporting Period – 10/29/12 – 12/23/12

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3505	Loveland, David	6/11/2012	Urban Planner	25 Planning	Economic Development Coordinator	60 Community Development	12/11/12

EXHIBIT B – January 9, 2013

**Reassignments – Chapter 30/Reclassifications
Reporting Period – 10/29/12 – 12/23/12**

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Anderson, Bruce	11/12/2012	Water Maint Supervisor (343)	75 Water Maint	Water Maint & Metering Supervisor (351)	75 Water Maint

Separations – Reporting Period – 10/29/12 – 12/23/12

Name	Separation Date	Hire Date	MOU	Classification
Norton, Ellen	11-15-12	6-25-07	21 Police	Animal Control Officer
McCormick, Shirley	11-16-12	8-2-79	18 Health	Billing Specialist
Reichert, Michelle	11-16-12	6-10-02	18 Health	Patient Support Technician
Fassett, Larry	11-23-12	2-26-79	14 Engineering	Civil Engineer
Muhs, Sharie	11-23-12	9-13-82	10 Finance	Accounting Technician
Nothdurft, Bruce	11-23-12	10-8-73	77 Water Reclamation	Lead Utilities System Worker
Cross, Michael	12-12-12	9-8-08	15 Fire	Fire Fighter

**Separations within Probation Period
Reporting Period – 10/29/12 – 12/23/12**

Name	Separation Date	Hire Date	MOU	Classification
DeVaney, Douglas	12-7-12	1-23-12	64 Park	Park Service Worker

**Return to Civil Service
Reporting Period – 10/29/12 – 12/23/12**

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