

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

September 18, 2013  
Human Resources Conference Room

MEMBERS PRESENT: Carpenter, Grevlos, Hanson and Hitzemann

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:04 p.m. on September 18, 2013.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the July 25, 2013, meeting.** Motion carried unanimously.
- 3) **A motion was made by Grevlos and seconded by Carpenter to extend the current eligibility lists for nine months or as requested for the following positions:**
  - a. Promo/Transfer Eligibility List 3591 Library Associate
  - b. Entrance Eligibility List 3597 Sustainability Technician (6 months)
  - c. Entrance Eligibility List 3599 Police Evidence Technician
- 4) **A motion was made by Carpenter, 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 Grevlos to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

**There were no disciplinary actions.**

**The Board reviewed and approved the 2014 Civil Service Meeting calendar as presented.**

- 6) **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 Monday, November 18, 2013, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:13 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – September 18, 2013, CSB Meeting

### 1. Advertising: Reporting Period – July 8, 2013 – September 1, 2013

Library Assistant	Sustainability Technician
Chief Maintenance Mechanic	Forensic Specialist
Police Evidence Technician	Crime Lab Manager
Clinic Lab Aide	Mechanical Inspector

### 2. Eligibility List – Reporting Period – July 8, 2013 – September 1, 2013

3590	PROMO/TRANS	CHIEF MECHANICAL INSPECTOR	30-Jul-13
3591	PROMO/TRANS	LIBRARY ASSOCIATE	26-Oct-13
3592	ENTRANCE	PURCHASING SPECIALIST	31-Oct-13
3593	ENTRANCE	LIBRARY ASSISTANT	14-Nov-13
3594	ENTRANCE	FORENSIC SPECIALIST I/II	20-Nov-13
3595	ENTRANCE	CLINIC/LAB AIDE	27-Nov-13
3596	ENTRANCE	MECHANICAL INSPECTOR	28-Nov-13
3597	ENTRANCE	SUSTAINABILITY TECHNICIAN	27-Nov-13
3598	ENTRANCE	POLICE OFFICER	N/A
3599	ENTRANCE	POLICE EVIDENCE TECHNICIAN	14-Nov-13
3600	PROMO/TRANS	POLICE EVIDENCE TECHNICIAN	14-Nov-13

**Exhibit A Section 3 – September 18, 2013, 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>
13-22	Midmanagement	Delete	Multimedia Support Manager	065	C51-1
13-22	Midmanagement	Delete	Transit Planner	062	C43-1
13-22	Classified	Delete	Human Relations Assistant	921	B24-3
13-22	Classified	Add	Human Relations Technician	921	B25-3
13-22	Classified	Delete	Legal Assistant	101	B24-3
13-22	Classified	Add	Legal Assistant	101	B25-3
13-25	Midmanagement	Delete	Utilities System Supervisor	548	C42-1
13-25	Midmanagement	Add	Water Distribution System Supervisor	548	C42-1
13-25	Midmanagement	Delete	Collection Supervisor	562	C42-1
13-25	Midmanagement	Add	Sewer Collection Supervisor	562	C42-1
13-25	General	Delete	Utilities System Worker	556	B24-2
13-25	General	Add	Water Distribution System Technician	556	B24-2
13-25	General	Delete	Lead Utilities System Worker	557	B31-2
13-25	General	Add	Lead Water Distribution System Technician/Certified	557/ 558	B31/ B32-2
13-25	General	Delete	Collection Technician	570	B24-2
13-25	General	Add	Sewer Collection Technician	570	B24-2
13-25	General	Delete	Collection Specialist	572	B31-2
13-25	General	Add	Lead Sewer Collection Technician	572/ 573	B31/ B32-2

## EXHIBIT B – September 18, 2013

### New Hires – Reporting Period 7/8/13 – 9/1/13

Eligibility List #	Name	Classification	Hire Date	MOU
3587	Powers, Dustin	Economic Development Coordinator	7/15/2013	60 CD
3578	Campbell, Robin	Billing Cashier	7/15/2013	75 Water Billing
3588	Lewis, Daniel	Maintenance Mechanic	7/22/2013	75 Water Pur
3585	Mathison, Brett	Multimedia Manager	8/19/2013	24 Multi-Media Support

### Off Probation – Entrance Reporting Period – 7/8/13 – 9/1/13

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3510	Saathoff, Eric	Recreation Program Specialist	7/16/2012	64 Park	7/16/2013
3510	Paulos, Lisa	Recreation Program Specialist	7/23/2012	64 Park	7/23/2013
3514	Seager, Eric	Network Security Administrator	8/6/2012	16 Central Services	8/6/2013
3516	Huber, Victor	Water Operator	8/13/2012	75 Water Pur	8/13/2013
3517	Hage, Leif	Application Support Analyst	8/6/2012	16 Central Services	8/6/2013
3524	VanDeBerg, Darin	GIS Specialist	8/20/2012	14 Engineering	8/20/2013

### Promotions - Reporting Period - 7/8/13 – 9/1/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3544	Harris, Emily	7/8/2013	Library Assistant	28 Library	Library Associate	28 Library
3591	Bjorklund, Calla	8/5/2013	Library Assistant	28 Library	Library Associate	28 Library
3590	Klarenbeek, Gary	8/5/2013	Mechanical Inspector	25 Planning	Chief Mechanical Inspector	25 Planning
3513	Duffy, Patrick	8/19/2013	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3591	Wilfahrt, Joseph	8/19/2013	Library Assistant	28 Library	Library Associate	28 Library

## EXHIBIT B – September 18, 2013

### Off Probation - Promotional Reporting Period – 7/8/13 – 9/1/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3541	Studenski, Justin	1/7/2013	Park Service Worker	64 Park	Park Caretaker	64 Park	7/8/13
3553	Beckman, Cole	1/21/2013	Mechanic	51 Fleet	Emergency Vehicle Technician	15 Fire	7/21/13
3529	Radack, Zachary	1/21/2013	Vehicle/Equip Service Worker	51 Fleet	Mechanic	51 Fleet	7/21/13
3559	Kinder, Tracy	2/18/2013	Maintenance Mechanic	77 Water Rec	Electrician	77 Water Rec	8/18/13

### Transfers - Reporting Period – 7/8/13 – 9/1/13

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

### Off Probation - Transfers - Reporting Period – 7/8/13 – 9/1/13

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

## EXHIBIT B – September 18, 2013

### Reassignments – Chapter 30/Reclassifications Reporting Period – 7/8/13 – 9/1/13

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Paulson, Karla	8/19/2013	Multimedia Supt Manager	24 Multimedia Support	Multimedia Supt Supervisor	24 Multimedia Support
Rockwell, Kathy	8/19/2013	Legal Assistant (224)	6 Attorney	Legal Assistant (225)	6 Attorney
Fleming, Christopher	8/26/2013	Utilities System Worker	75 Water Maint	Water Dist Systems Tech	75 Water Maint
Faris, Jon	8/26/2013	Utilities System Worker	75 Water Maint	Water Dist Systems Tech	75 Water Maint
Faris, Paul	8/26/2013	Collection Supervisor	77 Water Rec	Sewer Collection Supervisor	77 Water Rec
Maddox, Bradley	8/26/2013	Utility Systems Supervisor	75 Water Maint	Water Distr Systems Supv	75 Water Maint
Philips, Michael	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Voigt, Jonathan	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Kruse, Rick	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Lewis, Joshua	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Wegehaupt, Jason	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Ellefson, Ronald	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Larsen, Joe	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint
Horn, Justin	8/26/2013	Utilities System Worker	75 Water Maint	Water Distr Systems Tech	75 Water Maint

## EXHIBIT B – September 18, 2013

Sisson, Justin	8/26/2013	Lead Utilities System Worker	75 Water Maint	Lead Water Distr Systems Tech	75 Water Maint
Montis, Joseph	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Aldrich, Randy	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Barrett, Michael	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Chambers, Jeffrey	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Dykstra, Doug	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Bartels, Buzz	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Warkenthien, Jerad	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Ueke, Chad	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Byers, Douglas	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Philips, Robert	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Carda, Anthony	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Greenlee, Tyler	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Buss, Jeffrey	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
Runge, Bryan	8/26/2013	Collection Technician	77 Water Rec	Sewer Collection Tech	77 Water Rec
McDonnel, Darin	8/26/2013	Ld Utilities System Worker	75 Water Maint	Lead Water Distr Sys Tech	75 Water Maint
Bornitz, Edward	8/26/2013	Ld Utilities System Worker	75 Water Maint	Lead Water Distr Sys Tech	75 Water Maint
Roe, Gerald	8/26/2013	Ld Utilities System Worker	75 Water Maint	Lead Water Distr Sys Tech	75 Water Maint
Moxley, Cody	8/26/2013	Ld Utilities System Worker	75 Water Maint	Lead Water Distr Sys Tech	75 Water Maint
Rosenbrook, Brent	8/26/2013	Collection Specialist	77 Water Rec	Lead Sewer Collection Tech	77 Water Rec
Schuldt, Rodrick	8/26/2013	Collection Specialist	77 Water Rec	Lead Sewer Collection Tech	77 Water Rec
Hochstein, Shad	8/26/2013	Collection Specialist	77 Water Rec	Lead Sewer Collection Tech (cert)	77 Water Rec



## EXHIBIT B – September 18, 2013

### Separations – Reporting Period – 7/8/13 – 9/1/13

Name	Separation Date	Hire Date	MOU	Classification
Omer, Leroy	7-12-13	7-16-93	75 Water Pur	Maintenance Mechanic
Rae, Edith	7-12-13	1-24-00	28 Library	Library Technician
Denny, Michael	7-26-13	2-25-02	25 Planning/Bldg Services	Chief Mechanical Inspector
Wixon, Angie	8-5-13	11-15-10	28 Library	Library Associate
Lems, C.G.	8-19-13 (Leave of absence)	3-19-01	15 Fire	Fire Apparatus Operator
Mamboleo, Becky	8-23-13	5-29-12	18 Health	Clinic Lab Aide

### Separations within Probation Period Reporting Period – 7/8/13 – 9/1/13

Name	Separation Date	Hire Date	MOU	Classification
Freemark, Daniel	7-22-13	2-19-13	21 Police	Police Officer

### Return to Civil Service Reporting Period – 7/8/13 – 9/1/13

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