

AGENDA

City of Sioux Falls Civil Service Board

March 5, 2014, Meeting

HUMAN RESOURCES CONFERENCE ROOM 12 NOON

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – January 21, 2014
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Entrance Eligibility List 3638 Advanced Practice Provider
 - b. Entrance Eligibility List 3639 Technical Clerk
 - c. Entrance Eligibility List 3642 Building Maintenance Worker
 - d. Entrance Eligibility List 3643 Patient Support Technician (3 months)
 - e. Entrance Eligibility List 3645 Equipment Operator
 - f. Promo/Transfer Eligibility List 3646 Equipment Operator
- 4) Approve Personnel Actions (Exhibit A)
 - 1 Advertising
 - 2 Eligibility Lists
 - 3 Classification Plan Amendments
- 5) Record Personnel Actions by MOU (Exhibit B)
 - 1 New hires/off probation entrance
 - 2 Promotions/off probation
 - 3 Transfers/off probation
 - 4 Reassignments
 - 5 Separations
- 6) No Disciplinary Actions to Report
- 7) 2013 Civil Service Annual Report
- 8) Adjournment

The Civil Service Board may include such other business as may come before this body.

Exhibit A – March 5, 2014, CSB Meeting

1. Advertising: Reporting Period – January 6, 2014 – February 16, 2014

Licensed Practical Nurse	Equipment Operator – Streets
Lead Parking Patrol	Water Service Technician
Multimedia Support Supervisor	Billing Specialist
Clinical Services Manager	Sewer Collection Technician
Environmental Technician	Lead Equipment Operator
Billing Cashier	Chief Electrical Inspector

2. Eligibility List – Reporting Period – January 6, 2014 – February 16, 2014

3632	PROMO/TRANS	POLICE LIEUTENANT	9-Jan-15
3633	PROMO/TRANS	POLICE CAPTAIN	8-Jan-15
3634	ENTRANCE	BUILDING SERVICES AIDE	13-Apr-14
3635	ENTRANCE	DENTAL ASSISTANT	14-Apr-14
3636	ENTRANCE	ENVIRONMENTAL HEALTH SPEC.	15-Apr-14
3637	PROMO/TRANS	ENVIRONMENTAL HEALTH SPEC.	15-Apr-14
3638	ENTRANCE	ADVANCED PRACTICE PROVIDER	10-Apr-14
3639	ENTRANCE	TECHNICAL CLERK	29-Apr-14
3640	ENTRANCE	HUMAN RESOURCE SPECIALIST	29-Apr-14
3641	ENTRANCE	LICENSED PRACTICAL NURSE	4-May-14
3642	ENTRANCE	BUILDING MAINTENANCE WORKER	4-May-14
3643	ENTRANCE	PATIENT SUPPORT TECHNICIAN	6-May-14
3644	PROMO/TRANS	FIRE CAPTAIN	10-Feb-15
3645	ENTRANCE	EQUIPMENT OPERATOR	11-May-14
3646	PROMO/TRANS	EQUIPMENT OPERATOR	11-May-14
3647	PROMO/TRANS	LEAD PARKING PATROL	13-May-14

Exhibit A Section 3 – March 5, 2014, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
14-1	Midmanagement	Add	Water Program Coordinator	535	C42-1

EXHIBIT B – March 5, 2014

New Hires – Reporting Period 1/6/14 – 2/16/14

Eligibility List #	Name	Classification	Hire Date	MOU
3618	Smith, Thomas	Animal Control Officer	1/6/2014	Police
3625	Miller, Troy	Civil Engineer	1/6/2014	Engineering
3622	Woods, Bryan	Mechanic	1/6/2014	Fleet
3620	Robertson, Jeremy	Fire/EMS Educator	1/6/2014	Fire
3630	Lichty, Jessica	Forensic Specialist II	1/6/2014	Police
3628	Doughten, Tasha	Payroll/Benefits Specialist	1/13/2014	HR
3631	Slaby, Samuel	Wastewater Operator	1/13/2014	Water Rec
3629	Lindquist, Nicholle	Library Assistant	1/13/2014	Library
3634	Lindekugel, Rebecca	Building Services Aide	1/21/2014	Planning & Bldg Serv
3626	Gasca, Michaela	Social Worker	1/21/2014	Health
3562	Nielson, Benjamin	Park Service Worker	1/21/2014	Park
3635	Nelson, Ashley	Dental Assistant	1/27/2014	Health

Off Probation – Entrance Reporting Period – 1/6/14 – 2/16/14

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3552	Weatherly, Lance	Civil Engineer PE	1/14/2013	Engineering	1/14/2014
3551	Linneweber, Jodi	Patient Support Tech	1/7/2013	Health	1/7/2014
3545	Tripp, Melissa	Billing Specialist	1/7/2013	Health	1/7/2014
3486	Light, Jeri	Library Assistant	1/22/2013	Library	1/22/2014
3486	Neugebauer, Jenna	Library Assistant	1/22/2013	Library	1/22/2014
3551	Barker, Kelsey	Patient Support Tech	1/22/2013	Health	1/22/2014
3547	Grode, Chad	Vehicle Equipment Service Worker	1/22/2013	Fleet	1/22/2014
3508	Gould, Mark	Equipment Operator	2/4/2013	Street	2/4/2014
3557	Boll, Patrick	Property Maintenance Inspector	2/11/2013	Planning & Bldg Serv	2/11/2014
3555	Beach, Trisha	Animal Control Officer	2/11/2013	Police	2/11/2014

EXHIBIT B – March 5, 2014

Promotions - Reporting Period – 1/6/14 – 2/16/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3627	Anderson, Melissa	1/6/2013	Building Aide	Planning & Bldg Serv	Payroll/Benefits Specialist	HR
3608	Leach, Jason	1/20/2014	Police Officer	Police	Police Sergeant	Police
3608	Henkel, Kevin	1/20/2014	Police Officer	Police	Police Sergeant	Police
3513	Peterson, Bradley	1/20/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire
3513	Kringstad, Brian	1/20/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire
3621	Kircher, David	1/20/2014	Fire Fighter	Fire	Fire Inspector	Fire
3633	Smidt, Galen	1/20/2014	Police Lieutenant	Police	Police Captain	Police
3632	McManus, Loren	1/20/2014	Police Sergeant	Police	Police Lieutenant	Police

Off Probation - Promotional Reporting Period – 1/6/14 – 2/16/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3544	Harris, Emily	7/8/2013	Library Assistant	Library	Library Associate	Library	1/8/14
3591	Jarvie (Bjorklund), Calla	8/5/2013	Library Assistant	Library	Library Associate	Library	2/5/13
3590	Klarenbeek, Gary	8/5/2013	Mechanical Inspector	Planning & Bldg Serv	Chief Mechanical Inspector	Planning & Bldg Serv	2/5/13

Transfers - Reporting Period – 1/6/14 – 2/16/14

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

Off Probation - Transfers - Reporting Period – 1/6/14 – 2/16/14

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

EXHIBIT B – March 5, 2014

Reassignments – Chapter 30/Reclassifications Reporting Period – 1/6/14 – 2/16/14

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

Separations – Reporting Period – 1/6/14 – 2/16/14

Name	Separation Date	Hire Date	MOU	Classification
Mills, Michael	1-8-14	8-5-02	Police	Police Officer
Goldstine, Deborah	1-10-14	10-4-99	Health	Registered Nurse
Grogan, Kelly	1-10-14	7-15-86	Fire	Fire Captain
Jensen, Jean	1-10-14	12-26-84	Facilities Mgmt	Bldg Maint Worker
Kasten, Sandra	1-10-14	3-7-77	Finance	Purchasing Assistant
Kendall, Judy	1-10-14	11-1-82	Health	Clinical Services Manager
Mette, Douglas	1-10-14	8-10-87	Fire	Fire Apparatus Operator
Nothdurft, Valarie	1-10-14	11-19-79	Water Maint	Water Service Technician
Oliver, James	1-10-14	8-12-85	Library	Senior Librarian
Schuldt, Rodrick	1-10-14	2-20-78	Water Rec	Lead Sewer Collection Technician
Verley, Edward	1-10-14	9-2-75	Landfill	Sanitary Landfill Supervisor
Winn, Cynthia	1-10-14	8-2-76	Library	Assistant Library Director
Crozier, Brian	1-13-14	1-25-88	Police	Police Officer
Philips, Michael	1-14-14	1-10-77	Water Maint	Water Distribution Service Tech
DeSchepper, Jeffrey	1-16-14	8-27-84	Police	Police Officer
Haney, Steve	1-17-14	1-25-88	Police	Police Captain
Hoeck, Linda	1-17-14	7-8-91	Finance	Accounting Tech

Name	Separation Date	Hire Date	MOU	Classification
Openhowski, Thaddeus	1-17-14	1-21-85	Police	Police Officer
Polzien, Thomas	1-17-14	4-6-87	Police	Police Officer
Smith, David	1-17-14	4-24-78	Water Maint	Water Service Technician
Zimbelman, Peter	1-17-14	10-6-86	Police	Police Officer
Claussen, Kent	1-21-14	1-27-86	Police	Police Officer
Gough, Julie	1-21-14	5-14-90	Human Resources	Payroll/Benefit Specialist
Harrison, Robert	1-21-14	1-27-86	Police	Police Sergeant
Rumpza, Lester	1-21-14	1-25-88	Police	Police Officer
Sachs, Richard	1-22-14	9-25-06	Engineering	Engineering Tech
Hewer, Gregory	1-23-14	10-6-97	Landfill	Landfill Equipment Operator
Eiesland, Gail	1-27-14	1-5-04	Attorney	Deputy City Attorney
DeJong, Marlin	1-31-14	4-12-04	Water Rec	Lead Equipment Operator
Hedeem, John	1-31-14	2-9-04	Facilities Mgmt	Custodial Worker
Johnston, Randi	1-31-14	7-15-02	Human Resources	Human Resources Tech
Yoder, Deborah	1-31-14	7-22-91	Library	Librarian
Philips, Robert	2-7-14	6-27-77	Water Rec	Sewer Collection Tech
Forsting, Morris	2-11-14	8-13-84	Health	Environmental Health Spec (Cert)
Christensen, Aaron	2-14-14	8-14-06	Police	Police Officer
Fideler, Mike	2-14-14	4-3-78	Street	Lead Equipment Operator
Gould, Jeffrey	2-14-14	12-25-78	Street	Lead Equipment Operator
Schrank, Marla	2-14-14	12-19-88	Police	Police Sergeant
Servold, Scott	2-14-14	5-29-78	Street	Equipment Operator

EXHIBIT B – March 5, 2014

Separations within Probation Period Reporting Period – 1/6/14 – 2/16/14

Name	Separation Date	Hire Date	MOU	Classification
Oswald, Daniel	1-30-14	8-5-13	Police	Police Officer
Jasper, Jason	2-16-14	8-5-13	Police	Police Officer

Return to Civil Service Reporting Period – 1/6/14 – 2/16/14

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



Date: February 26, 2014
To: Jim David, Legislative/Operations Manager
From: Bill O'Toole, Director of Human Resources
Subject: Executive Order – Classification Plan Amendments

Please see information below regarding one new classification Executive Order signed by Mayor Huether:

Executive Order	Explanation
Amending position classification plan and providing salary scale assignments (EO 14-01)	Approved in the 2014 Budget, the Water Program Coordinator will develop, coordinate, manage, and oversee the technical, operational, and administrative duties related to the development and implementation of the City's Elevated Water Tank Communication Resources, Water Conservation, and Cross-Connection Control programs. Department: Public Works/Water Purification

If there are any questions, please feel free to contact me at 367-8740.

Enclosure