

AGENDA

City of Sioux Falls Civil Service Board

January 21, 2014, Meeting

HUMAN RESOURCES CONFERENCE ROOM

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – November 18, 2013
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Promo/Transfer Eligibility List 3617 HR Payroll Analyst
 - b. Entrance Eligibility List 3618 Animal Control Officer
 - c. Entrance Eligibility List 3619 Custodial Worker (6 months)
 - d. Entrance Eligibility List 3620 Fire EMS Educator
 - e. Promo/Transfer Eligibility List 3623 Technical Clerk – Street/Fleet
 - f. Entrance Eligibility List 3624 Technical Clerk – Street/Fleet
 - g. Entrance Eligibility List 3629 Library Assistant
 - h. Entrance Eligibility List 3631 Wastewater 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) Executive Session (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
 - 1 Suspension
 - 2 Demotion
 - 3 Dismissal
- 7) Elect Board Chair
- 8) Adjournment

Exhibit A – January 21, 2014, CSB Meeting

1. Advertising: Reporting Period – November 11, 2013 – January 5, 2014

Payroll/Benefits Specialist	Social Worker
Library Assistant	Licensed Practical Nurse
Advanced Practice Provider	Environmental Health Specialist
Assistant City Attorney	Building Services Aide
Dental Assistant	Technical Clerk – Health
Building Maintenance Worker	Patient Support Technician
Human Resources Specialist	Lead Equipment Operator
Fire Captain	Police Captain
Police Lieutenant	

2. Eligibility List – Reporting Period – November 11, 2013 – January 5, 2014

3613	PROMO/TRANS	RESIDUE COORDINATOR	25-Jan-14
3614	ENTRANCE	FORENSIC SPECIALIST I/II	17-Jan-14
3615	ENTRANCE	POLICE OFFICER	12-Nov-13
3616	ENTRANCE	VEHICLE EQUIP SERVICE WORKER	29-Jan-14
3617	PROMO/TRANS	HR PAYROLL ANALYST	9-Feb-14
3618	ENTRANCE	ANIMAL CONTROL OFFICER	18-Feb-14
3619	ENTRANCE	CUSTODIAL WORKER	22-Feb-14
3620	ENTRANCE	FIRE EMS EDUCATOR	26-Feb-14
3621	PROMO/TRANS	FIRE INSPECTOR	2-Dec-14
3622	ENTRANCE	MECHANIC	14-Feb-14
3623	PROMO/TRANS	TECHNICAL CLERK (STREET/FLEET)	6-Mar-14
3624	ENTRANCE	TECHNICAL CLERK (STREET/FLEET)	6-Mar-14
3625	ENTRANCE	CIVIL ENGINEER	25-Feb-14
3626	ENTRANCE	SOCIAL WORKER	12-Mar-14
3627	PROMO/TRANS	PAYROLL/BENEFITS SPECIALIST	11-Mar-14
3628	ENTRANCE	PAYROLL/BENEFITS SPECIALIST	11-Mar-14
3629	ENTRANCE	LIBRARY ASSISTANT	17-Mar-14
3630	ENTRANCE	FORENSIC SPECIALIST I/II	4-Mar-14
3631	ENTRANCE	WASTEWATER OPERATOR	10-Mar-14

Exhibit A Section 3 – January 21, 2014, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
13-43	Classified	Add	Human Resources Specialist	151	B32-3

EXHIBIT B – January 21, 2014

New Hires – Reporting Period 11/11/13 – 1/5/14

Eligibility List #	Name	Classification	Hire Date	MOU
3593	Petersen, Jeremy	Library Assistant	11/12/2013	28 Library
3615	Wolfe, Matthew	Police Officer	11/12/2013	21 Police
3615	Prostrollo, Peter	Police Officer	11/12/2013	21 Police
3615	Nachreiner, Cody	Police Officer	11/12/2013	21 Police
3615	McCarty, Drew	Police Officer	11/12/2013	21 Police
3615	Pansch, Rian	Police Officer	11/12/2013	21 Police
3615	Puente, Carlos	Police Officer	11/12/2013	21 Police
3616	McCuddin, Landon	Vehicle Equipment Service Worker	11/18/2013	51 Fleet
3619	Boldt, Sidney	Custodial Worker	12/30/2013	11 Facilities Mgmt

Off Probation – Entrance Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3533	Short, Kasey	Landfill Environmental Technician	11/13/2012	66 Landfill	11/13/2013
3537	Caven, Sara	Technical Clerk	11/13/2012	15 Fire	11/13/2013
3533	McManus, Brian	Landfill Environmental Technician	11/13/2012	66 Landfill	11/13/2013
3538	Fair, Sylvia	Custodial Worker	11/26/2012	11 Facilities Mgmt	11/26/2013
3538	Hatzenbeller, Rick	Custodial Worker	12/3/2012	11 Facilities Mgmt	12/3/2013
3543	Hartman, Kyle	Technical Support Specialist	11/26/2012	16 Central Services	11/26/2013
3539	King, Kathryn	Administrative Assistant	11/26/2012	14 Engineering	11/26/2013

EXHIBIT B – January 21, 2014

Promotions - Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3613	Greenwood, Philip	11/11/2013	Lead Wastewater Operator	77 Water Rec	Residue Coordinator	77 Water Rec
3560	Gerwer, Mark	11/11/2013	Wastewater Operator	77 Water Rec	Lead Wastewater Operator	77 Water Rec
3617	Miles, Lori	12/9/2013	Payroll/Benefits Specialist	7 Human Resources	HR Payroll Analyst	7 Human Resources

Off Probation - Promotional Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3528	Creviston, Paul	5/27/2013	Police Officer	21 Police	Police Sergeant	21 Police	11/27/13
3581	Pederson, Krystal	6/24/2013	Library Associate	28 Library	Branch Librarian	28 Library	12/24/13

Transfers - Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3623	Songstad, Mackenzie	12/23/2013	Technical Clerk	18 Health	Technical Clerk	33 Street

Off Probation - Transfers - Reporting Period – 11/11/13 – 1/5/14

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

EXHIBIT B – January 21, 2014

Reassignments – Chapter 30/Reclassifications Reporting Period – 11/11/13 – 1/5/14

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

Separations – Reporting Period – 11/11/13 – 1/5/14

Name	Separation Date	Hire Date	MOU	Classification
Randall, Stephen	11-12-13	4-3-95	25 Planning	Urban Planner
Centeno, Edwin	11-15-13	11-29-04	21 Police	Police Officer
Bren, Ampawan	12-2-13	6-4-01	18 Health	Dental Assistant
Creegan, Sara	12-9-13	9-6-11	18 Health	LPN
Hanger, Richard	1-2-14	4-20-87	15 Fire	Fire Captain

Separations within Probation Period Reporting Period – 11/11/13 – 1/5/14

Name	Separation Date	Hire Date	MOU	Classification
Deaver, Bradley	12-27-13	3-18-13	64 Park	Park Service Worker

Return to Civil Service Reporting Period – 11/11/13 – 1/5/14

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