

AGENDA

City of Sioux Falls Civil Service Board

January 28, 2015, Meeting

HUMAN RESOURCES CONFERENCE ROOM 12 NOON

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – December 1, 2014
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Entrance Eligibility List 3712 Park Service Worker
 - b. Entrance Eligibility List 3722 Custodial Worker
 - c. Entrance Eligibility List 3728 Traffic Sign Technician
- 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

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

Civil Service Board

MINUTES

December 1, 2014

Human Resources Conference Room

12 Noon

MEMBERS PRESENT: Carpenter, Hanson, Hitzemann

MEMBERS ABSENT: Grevlos

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:18 p.m. on December 1, 2014.
- 2) **A motion was made by Hitzemann and seconded by Carpenter to approve the minutes of the October 14, 2014, meeting.** Motion carried unanimously.
- 3) **A motion was made by Carpenter and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3698 Administrative Assistant (Police) (3 months)
 - b. Promo/Transfer Eligibility List 3699 Administrative Assistant (Police) (3 months)
 - c. Entrance Eligibility List 3702 Building Inspector
 - d. Entrance Eligibility List 3707 Technical Support Specialist
 - e. Entrance Eligibility List 3708 Registered Nurse

Motion carried unanimously.

- 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 Carpenter, seconded by Hitzemann to amend Elizabeth Odden from Promotions to Transfers. A motion was made by Hitzemann, seconded by Carpenter to order the personnel actions recorded as amended as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Carpenter, seconded by Hitzemann that the Civil Service Board enter Executive Session to discuss personnel issue at 12:25 p.m. A motion was made by Hitzemann, seconded by Carpenter to exit Executive Session at 12:34 p.m.

- 6) **A motion was made by Carpenter, seconded by Hitzemann to order the disciplinary actions as set forth in Exhibit C to be recorded.** Motion carried unanimously.
- 7) **Having no further business, a motion was made by Hitzemann and Carpenter seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, January 28, 2015, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:39 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

DRAFT

Exhibit A – January 28, 2015, CSB Meeting

1. Advertising: Reporting Period – November 10, 2014 – January 4, 2015

Vehicle/Equipment Service Worker	Information Security Administrator
Environmental/Sustainability Technician	Human Rights Community Coordinator
Engineering Technician	License Practical Nurse
Information Security Administrator	Application Development Analyst
System Administrator	Vehicle Equipment Service Worker
Traffic Sign Technician	Lead Maintenance Mechanic (Water Pur)
GIS Manager	

2. Eligibility List – Reporting Period – November 10, 2014 – January 4, 2015

3712	ENTRANCE	PARK SERVICE WORKER	7-Feb-15
3713	ENTRANCE	FIREFIGHTER	N/A
3714	ENTRANCE	MECHANIC	10-Feb-15
3715	PROMO/TRANS	MECHANIC	10-Feb-15
3716	PROMO/TRANS	SUSTAINABILITY COORDINATOR	13-Feb-15
3717	PROMO/TRANS	WATER DISTRIBUTION SYSTEM TECHNICIAN	29-Jan-15
3718	VOID	VOID	VOID
3719	PROMO/TRANS	SEWER COLLECTION TECHNICIAN	25-Feb-15
3720	ENTRANCE	CIVIL ENGINEER/P.E. - STREET ENGINEERING	24-Feb-15
3721	PROMO/TRANS	STREET MAINTENANCE SUPERVISOR	26-Feb-15
3722	ENTRANCE	CUSTODIAL WORKER	1-Mar-15
3723	ENTRANCE	PARK DEVELOPMENT SPECIALIST	1-Mar-15
3724	PROMO/TRANS	PRINCIPAL ENGINEER	2-Mar-15
3725	ENTRANCE	APPLICATION DEVELOPMENT ANALYST	4-Mar-15
3726	ENTRANCE	SYSTEM ADMINISTRATOR	8-Mar-15
3727	ENTRANCE	VEHICLE EQUIP SERVICE WORKER	9-Mar-15
3728	ENTRANCE	TRAFFIC SIGN TECHNICIAN	10-Mar-14
3729	PROMO/TRANS	LEAD MAINTENANCE MECHANIC, WATER PURIFICATION	17-Mar-14
3730	PROMO/TRANS	GIS MANAGER	18-Mar-14

Exhibit A Section 3 – January 28, 2015, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
14-41	Midmanagement	Add	Neighborhood Development Coordinator	233	C42-1
14-42	Midmanagement	Add	GIS Manager	042	C52-1
14-42	Midmanagement	Delete	GIS Supervisor	044	C51-1
14-43	Midmanagement	Add	Human Rights Community Coordinator	920	C42-1

EXHIBIT B – January 28, 2015

New Hires – Reporting Period 11/10/14 – 1/4/15

Eligibility List #	Name	Classification	Hire Date	MOU
3707	Kayl, Shaun	Technical Support Specialist	11/10/2014	Technology
3708	Maske, Emily	Registered Nurse	11/10/2014	Health
3704	Bertelson, Keith	Custodial Worker	11/10/2014	Facilities Mgmt
3708	Swenson, Stacey	Registered Nurse	11/10/2014	Health
3708	Berke, Amy	Registered Nurse	11/10/2014	Health
3704	Mursal, Mohamed	Custodial Worker	11/17/2014	Facilities Mgmt
3709	Angelo, Zachary	Water Distribution System Tech	11/24/2014	Water
3710	Risty, Carl	Permit Technician	12/1/2014	Urban Mgmt
3710	Heiter, Travis	Permit Technician	12/1/2014	Urban Mgmt
3709	Dickson, Nicholas	Water Distribution System Tech	12/15/2014	Water
3714	Wipf, Chris	Mechanic	12/15/2014	Fleet
3645	Schaaf, William	Equipment Operator	12/22/2014	Street

Off Probation – Entrance Reporting Period – 11/10/14 – 1/4/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3589	Pearson, Andrew	Police Officer	8/5/2013	Police	11/10/2014
3589	Dunn, Matt	Police Officer	8/5/2013	Police	11/10/2014
3589	Westrum, Chad	Police Officer	8/5/2013	Police	11/10/2014
3589	Locy, Rachel	Police Officer	8/5/2013	Police	11/10/2014
3589	Hunt, Kenneth	Police Officer	8/5/2013	Police	11/10/2014
3593	Petersen, Jeremy	Library Assistant	11/12/2013	Library	11/12/2014
3615	Wolfe, Matthew	Police Officer	11/12/2013	Police	11/12/2014
3615	Prostrollo, Peter	Police Officer	11/12/2013	Police	11/12/2014
3615	Nachreiner, Cody	Police Officer	11/12/2013	Police	11/12/2014
3615	Puente, Carlos	Police Officer	11/12/2013	Police	11/12/2014
3616	McCuddin, Landon	Vehicle Equipment Service Worker	11/18/2013	Fleet	11/18/2014
3619	Boldt, Sidney	Custodial Worker	12/30/2013	Facilities Mgmt	12/30/2014

EXHIBIT B – January 28, 2015

Promotions - Reporting Period – 11/10/14 – 1/4/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3715	McCuddin, Landon	11/24/2014	Vehicle Equipment Service Worker	Fleet	Mechanic	Fleet
3716	Lantgen, Jessica	11/24/2014	Sustainability Technician	Landfill	Sustainability Coordinator	Landfill
3680	Titus, Jay	11/24/2014	Fire Battalion Chief	Fire	Fire Division Chief	Fire
3683	Powers, James	11/24/2014	Fire Captain	Fire	Fire Battalion Chief	Fire
2697	Reel, Thomas	11/24/2014	Firefighter	Fire	Fire Apparatus Operator	Fire
3700	Petersen, David	11/24/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire
3724	Peppel, Kurt	12/8/2014	Civil Engineer (PE)	Engineering	Principal Engineer	Engineering
3721	Putzier, Charles	12/8/2014	Lead Equipment Operator	Street	Street Maintenance Supervisor	Street
3729	Lewis, Daniel	12/22/2014	Maintenance Mechanic	Water	Lead Maintenance Mechanic	Water
3719	Maddox, Tyler	12/22/2014	Laborer	Water Rec	Sewer Collection Technician	Water Rec
3652	Nelson, Nathanael	12/22/2014	Equipment Operator	Street	Lead Equipment Operator	Street
3730	Sohl, Lauri	12/22/2014	GIS Analyst	Engineering	GIS Manager	Engineering

Off Probation - Promotional Reporting Period – 11/10/14 – 1/4/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3591	Berg, Elizabeth	5/26/2014	Library Assistant	Library	Library Associate	Library	11/26/14
3591	Dykstra, Kiesha	5/26/2014	Library Assistant	Library	Library Associate	Library	11/26/14
3591	Light, Jeri	5/26/2014	Library Assistant	Library	Library Associate	Library	11/26/14
3677	Lund, Michael	6/23/2014	Water Operator	Water	Lead Water Operator/ Certified	Water	12/23/14
3644	Medema, Doug	6/23/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	12/23/14
3677	Barber, Joseph	6/23/2014	Water Operator	Water	Lead Water Operator/ Certified	Water	12/23/14

EXHIBIT B – January 28, 2015

Transfers - Reporting Period – 11/10/14 – 1/4/15

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

Off Probation - Transfers - Reporting Period – 11/10/14 – 1/4/15

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

Reassignments – Chapter 30/Reclassifications Reporting Period – 11/10/14 – 1/4/15

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

Separations – Reporting Period – 11/10/14 – 1/4/15

Name	Separation Date	Hire Date	MOU	Classification
DeClercq, Larry	11-14-14	10-28-02	Technology	Application Programmer
Berkland, Thomas	11-21-14	8-26-85	Engineering	Principal Engineer
Groen, Jon	11-21-14	1-4-82	Fire	Fire Division Chief
Heitkamp, Lawrence	11-24-14	12-19-88	Police	Police Officer
Thompson, Joseph	11-26-14	6-24-85	Engineering	Traffic Sign Technician
Greenlee, Tyler	11-28-14	10-11-05	Water Rec	Sewer Collection Technician
Burke, Scott	11-29-14	8-15-88	Police	Police Officer

EXHIBIT B – January 28, 2015

**Separations within Probation Period
Reporting Period – 11/10/14 – 1/4/15**

Name	Separation Date	Hire Date	MOU	Classification
Ott, Andrew	12-31-14	5-12-14	Health	LPN

**Return to Civil Service
Reporting Period – 11/10/14 – 1/4/15**

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