

# ***AGENDA***

## City of Sioux Falls Civil Service Board

May 6, 2015, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM 12 NOON**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – March 4, 2015
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Entrance Eligibility List 3746 Maintenance Mechanic – Water (6 months)
  - b. Entrance Eligibility List 3747 Water Service Technician (6 months)
  - c. Entrance Eligibility List 3754 Traffic Signal Technician
  - d. Entrance Eligibility List 3756 Advanced Practice Provider
- 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) Adjournment

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

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

March 4, 2015

Human Resources Conference Room

12 Noon

MEMBERS PRESENT: Carpenter, Grevlos, Hanson, Hitzemann

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:10 p.m. on March 4, 2015.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the January 28, 2015, 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. Entrance Eligibility List 3731 Economic Development Coordinator
  - b. Promotional/Transfer Eligibility List 3737 Utility Electrician
  - c. Entrance Eligibility List 3738 Utility ElectricianMotion 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 Hitzemann, seconded by Grevlos to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 6) There were no disciplinary actions.
- 7) **A motion was made by Grevlos and seconded by Carpenter to approve the 2014 Civil Service Annual Report.** Motion carried unanimously.
- 8) **Having no further business, a motion was made by Carpenter and Hitzemann seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, May 6, 2015, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:30 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

DRAFT

## EXHIBIT A – May 6, 2015, CSB Meeting

### 1. Advertising: Reporting Period – February 16, 2015 – March 26, 2015

Environmental Analyst	Traffic Signal Technician
Civil Engineer/P.E.	GIS Specialist
Controls Technician	Advanced Practice Provider
Human Relations Technician	Billing Cashier
Community Development Technician	Business Analyst
Urban Planner	Animal Control Officer
Police Officer	Equipment Operator
Laborer	

### 2. Eligibility List – Reporting Period – February 16, 2015 – March 26, 2015

3742	ENTRANCE	CIVIL ENGINEER/P.E. - WATER RECLAMATION	18-May-15
3743	PROMO/TRANS	ENGINEERING TECHNICIAN II	17-May-15
3744	PROMO/TRANS	POLICE LIEUTENANT	5-Mar-16
3745	ENTRANCE	WASTEWATER OPERATOR	9-Jun-15
3746	ENTRANCE	MAINTENANCE MECHANIC - WATER	10-Jun-15
3747	ENTRANCE	WATER SERVICE TECHNICIAN	11-Jun-15
3748	PROMO/TRANS	LEAD WASTEWATER OPERATOR	17-Jun-15
3749	ENTRANCE	INFORMATION TECHNOLOGY SUPPORT ANALYST	16-Jun-15
3750	PROMO/TRANS	INFORMATION TECHNOLOGY SUPPORT ANALYST	16-Jun-15
3751	ENTRANCE	ENVIRONMENTAL ANALYST	18-Jun-15
3752	ENTRANCE	CIVIL ENGINEER/P.E. - TRAFFIC	30-Jun-15
3753	ENTRANCE	GIS SPECIALIST	1-Jul-15
3754	ENTRANCE	TRAFFIC SIGNAL TECHNICIAN	6-Jul-15
3755	PROMO/TRANS	TRAFFIC SIGNAL TECHNICIAN	6-Jul-15
3756	ENTRANCE	ADVANCED PRACTICE PROVIDER	9-Jul-15
3757	ENTRANCE	CONTROLS TECHNICIAN	13-Jul-15

## EXHIBIT A Section 3 – May 6, 2015, 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>
15-14	General	Delete	Contract Compliance Specialist	922	B24
15-14	General	Add	Community Development Technician	236	B24
15-28	Midmanagement	Add	Code Enforcement Manager	505	C52
15-28	Midmanagement	Delete	Assistant Director of Planning and Building Services	003	D72

## EXHIBIT B – May 6, 2015

### New Hires – Reporting Period 2/16/15 – 4/26/15

Eligibility List #	Name	Classification	Hire Date	MOU
3735	Spellmeyer, Patrick	Engineering Technician	2/23/2015	Engineering
3738	Campbell, Ryan	Utility Electrician	2/23/2015	Light
3681	Dubbelde, Lisa	Billing Cashier	2/23/2015	Utility Billing
3736	Gunn, Jennifer	LPN	2/23/2015	Health
3740	Baireddy, Vandhana	Human Rights Community Coordinator	3/2/2015	Attorney
3742	Pankonin, Sara	Civil Engineer PE	3/16/2015	Engineering
3735	Knoll, Michell	Engineering Technician	3/23/2015	Engineering
3745	Watson, Eric	Wastewater Operator	3/30/2015	Water Rec
3747	Hendrickson, Russell	Water Service Technician	3/30/2015	Water Maint
3745	Young, Zachary	Wastewater Operator	4/6/2015	Water Rec

### Off Probation – Entrance Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3610	Sees, Jacob	Water Distribution System Tech	2/18/2014	Water Main	2/18/2015
3645	Schmiesing, James	Equipment Operator	2/18/2014	Street	2/18/2015
3640	Paulsen, Emily	HR Specialist	3/3/2014	Human Resources	3/3/2015
3638	Miller, Karissa	Advanced Practice Provider	3/3/2014	Health	3/3/2015
3639	Huff, Kimberly	Technical Clerk	3/3/2014	Health	3/3/2015
3654	Pontrelli, Mitchell	Firefighter	3/3/2014	Fire	3/3/2015
3654	Sharpe, Garrett	Firefighter	3/3/2014	Fire	3/3/2015
3654	Lehr, Ryan	Firefighter	3/3/2014	Fire	3/3/2015
3654	Murphy, Kyle	Firefighter	3/3/2014	Fire	3/3/2015
3654	Hanson, Anthony	Firefighter	3/3/2014	Fire	3/3/2015
3654	Rahm, James	Firefighter	3/3/2014	Fire	3/3/2015
3654	Stark, Ian	Firefighter	3/3/2014	Fire	3/3/2015
3654	Flannery, Robbie	Firefighter	3/3/2014	Fire	3/3/2015
3654	Herther, Adam	Firefighter	3/3/2017	Fire	3/3/2015
3654	Pugliese, Travis	Firefighter	3/3/2014	Fire	3/3/2015
3654	Mayfield, Colt	Firefighter	3/3/2014	Fire	3/3/2015
3641	Bliek, Lora	LPN	3/10/2014	Health	3/10/2015
3650	Holsen, Grace	Multi Media Support Supervisor	3/10/2014	Multi Media Support	3/10/2015
3643	Larsen, Jennifer	Patient Support Tech	3/17/2014	Health	3/17/2015
3642	Buysse, Michael	Building Maintenance Worker	3/17/2014	Facilities Mgmt	3/17/2015
3658	Amen, Daniel	Sewer Collection Tech	3/17/2014	Water Rec	3/17/2015
3653	Herda, Andrew	Water Service Tech	3/17/2014	Water Maint	3/17/2015

## EXHIBIT B – May 6, 2015

3645	Jensen, Tim	Equipment Operator	3/31/2014	Street	3/31/2015
3645	Rufener, Jesse	Equipment Operator	3/31/2014	Street	3/31/2015
3656	Sweeney, Vanessa	Clinical Services Manager	3/31/2014	Health	3/31/2015
3659	Carlson, Trevor	Environmental Technician	3/31/2014	Water Rec	3/31/2015
3643	Davis, Cheri	Patient Support Technician	3/31/2014	Health	3/31/2015
3638	Larsen, Whitney	Advanced Practice Provider	4/7/2014	Health	4/7/2015
3667	Pike, Keith	Electrical Inspector	4/14/2014	Urban Mgmt	4/14/2015
3648	Best, Diane	Assistant City Attorney	4/14/2014	Attorney	4/14/2015
3662	Woods, Brian	Custodial Worker	4/14/2014	Facilities Mgmt	4/14/2015

### Promotions - Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3743	Scott Hinrichs	3/2/2015	Engineering Tech	Engineering	Engineering Tech II	Engineering
3744	Kyle Hoekstra	3/16/2015	Police Sergeant	Police	Police Lieutenant	Police
3701	James Buteyn	3/16/2015	Police Officer	Police	Police Sergeant	Police
3748	Robert Montis	3/30/2015	Wastewater Operator	Water Rec	Lead Wastewater Operator	Water Rec
3695	Dave Sunde	4/13/2015	Fire Apparatus Operator	Fire	Fire Inspector	Fire
3700	Rocky Foster	4/13/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire
3755	Zachary Bruns	4/13/2015	Traffic Sign Technician	Engineering	Traffic Signal Technician	Engineering

### Off Probation - Promotional Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3697	Jensen, David	9/15/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	3/15/15
3697	Orth, Conley	9/15/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	3/15/15
3700	Nelsen, Terry	9/15/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/15/15
3700	Ridge, John	9/15/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/15/15

## EXHIBIT B – May 6, 2015

### Transfers - Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
--------------------	------	------------------	-----------------------	-----	--------------------	---------

None to report.

### Off Probation - Transfers - Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3699	Odden, Elizabeth	9/29/2014	Eng. Document Control Specialist	Engineering	Administrative Assistant	Police	3/30/15

### Reassignments – Chapter 30/Reclassifications Reporting Period – 2/16/15 – 4/26/15

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Janson Exner	1/5/2015	Registered Nurse	Health	Nurse Case Manager	Health
Erin Ormseth	1/26/2015	Application Development Analyst	Technology	System Administrator	Technology
Beverly Liesinger	3/2/2015	Librarian	Library	Branch Librarian	Library
Alysia Boysen	3/2/2015	Librarian	Library	Branch Librarian	Library



## EXHIBIT B – May 6, 2015

### Separations – Reporting Period – 2/16/15 – 4/26/15

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Tobias, Matthew	2-18-15	8-14-06	Landfill	Environmental Analyst
McElroy, Dave	2-19-15	12-4-95	Landfill	Sanitary Landfill Supervisor
Johnson, Jeremy	2-20-15	4-6-09	Health	Dentist
Rokusek, Kevin	2-27-15	3-15-99	Technology	Application Development Analyst
Vo, Leticia	2-27-15	8-14-00	Technology	Application Development Analyst
Smith, Kevin	2-27-15	8-26-91	Urban Management	Assistant Director of Planning & Bldg Services
Cranmer, Donna	3-5-15	2-3-87	Library	Technical Services Librarian
Swain, Derek	3-9-15	1-12-15	Fire	Fire Fighter
Lyon, Patricia	3-13-15	10-6-86	Police	Assistant Police Chief
Ostrom, Byron	3-17-15	1-12-15	Fire	Fire Fighter
Kingsley, Debra	3-23-15	1-21-80	Water Rec	Lead Wastewater Operator
Veurink, Robbie	4-1-15	3-26-12	Engineering	Civil Engineer
Garry, Carol	4-10-15	12-13-93	Attorney	Human Relations Technician
Lindquist, Nicholle	4-10-15	1-13-14	Library	Library Assistant
Trotter, Jennifer	4-10-15	11-21-05	Police	Animal Control Officer
Kutz, Robert	4-15-15	8-21-00	Parks	Parts Worker
Brown, Dustin	4-16-15	12-7-09	Police	Police Officer
Johnson, Kelsi	4-17-15	3-8-10	Technology	Data Center Supervisor
Niemann, John	4-17-15	2-15-84	Street	Equipment Operator

## EXHIBIT B – May 6, 2015

### Separations within Probation Period Reporting Period – 2/16/15 – 4/26/15

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Brovold, Mistie	2-20-15	9-15-14	Finance	Business Analyst
Dohn, Charlotte	2-27-15	4-7-14	Health	Advanced Practice Provider
Pehrson, Alissa	3-20-15	8-11-14	Utility Billing	Billing Cashier
Angelo, Zachary	4-3-15	11-24-14	Water Pur	Water Distribution System Tech
Santa Maria, Dominick	4-8-15	7-7-14	Police	Police Officer
Kroon, James	4-16-15	10-20-14	Police	Police Officer

### Return to Civil Service Reporting Period – 2/16/15 – 4/26/15

<b>Name</b>	<b>Date</b>	<b>Former Classification</b>	<b>New Classification</b>	<b>New MOU</b>
-------------	-------------	------------------------------	---------------------------	----------------

None to report.



# 2014 Civil Service Annual Report



City of Sioux Falls

---

## Contents

	Page
<b>Introduction .....</b>	<b>1–2</b>
<b>Civil Service Board Review .....</b>	<b>3</b>
<b>Human Resources .....</b>	<b>4–6</b>
<b>Summary of Civil Service Personnel Actions .....</b>	<b>7</b>
<b>Number of Employees by Classification .....</b>	<b>8–14</b>
<b>Disciplinary Action .....</b>	<b>15</b>

DRAFT

# Introduction

## Civil Service Board

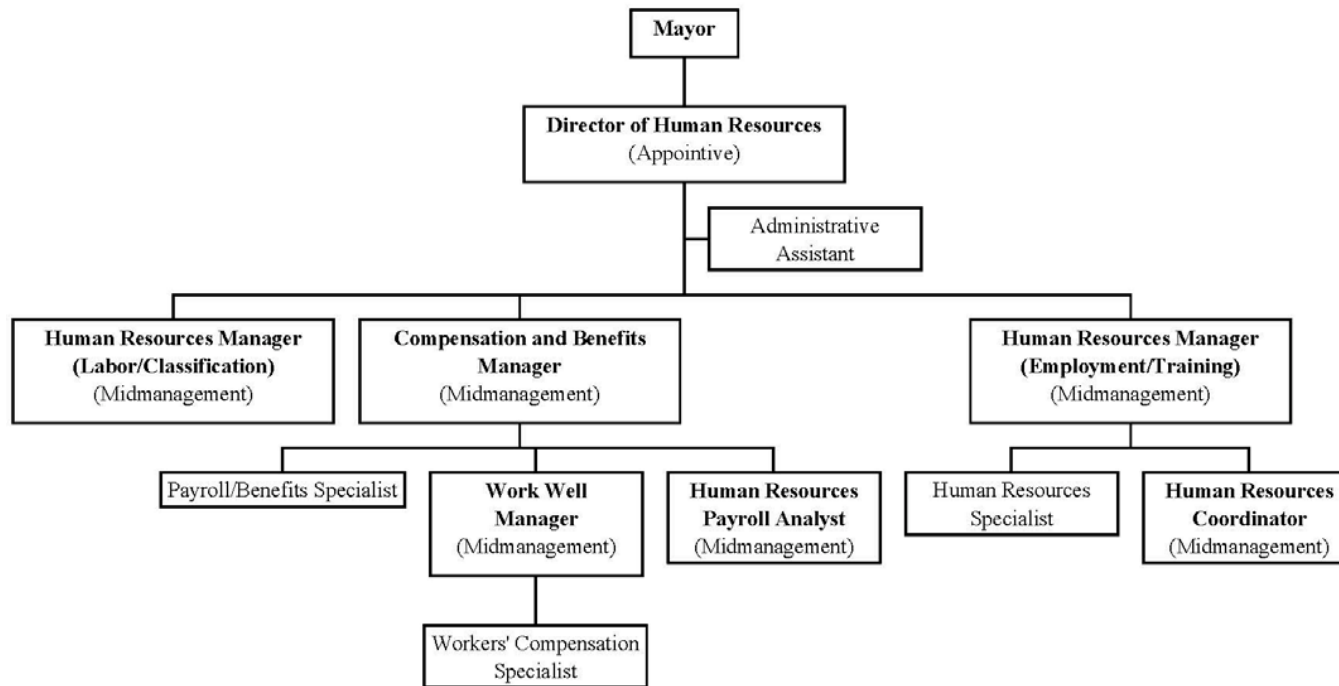
Sandra Hoglund Hanson  
*Chair*

Mike Grevlos  
*Member*

Mary Hitzemann  
*Member*

Melanie Carpenter  
*Member*

## Human Resources Organizational Chart



March 4, 2015

Mayor Mike T. Huether  
City of Sioux Falls  
City Hall, 224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402

In accordance with Section 39.091 of the Civil Service Ordinance, the Civil Service Board respectfully submits its 75th Annual Report for the year 2014.

The Board gratefully acknowledges the continued support of the Mayor, the City Council, and the City employees in maintaining the Civil Service System.

Respectfully submitted,

Civil Service Board  
*Sandra Hoglund Hanson, Chair*  
*Mike Grevlos, Member*  
*Mary Hitzemann, Member*  
*Melanie Carpenter, Member*  
*Bill O'Toole, Secretary*

## **Civil Service Board Review**

The Civil Service Board consists of four members who are resident taxpayers of the city of Sioux Falls. The members are appointed by the Mayor and serve a five-year term. The Civil Service Board shall adopt, amend, and enforce rules and regulations providing for the appointment and employment of all positions in the City classification system. All rules are subject to the approval of the Mayor. The Board is responsible for certifying all entrance and promotional/transfer eligibility lists. The Civil Service Board conducts hearings and renders decisions in response to appeals from civil service employees from action resulting in reduction, suspension, demotion, or discharge by City management. The Board has the power to administer oaths and the power to secure by its subpoena both the attendance and testimony of witnesses and the production of papers relevant to the hearing if necessary. All actions of the Civil Service Board are subject to judicial review by statutes and rules of the court. The Civil Service Board provides guidance and makes recommendations regarding employment activities and testing procedures.

### **Civil Service Board Activities in 2014**

During 2014, the Civil Service Board convened for six meetings. The regular agenda items include: approval of minutes of previous meeting, approval of advertising for stated positions, approval of applications for stated positions, the certification of eligible lists, and ordering all personnel actions recorded.

### **Discussion and/or action taken in 2014 included:**

- Sandra Hoglund Hanson appointed as Chairperson.
- Conducted 0 Civil Service Board Appeal Hearings.
- Certified 58 Entrance Eligibility Lists.
- Certified 33 Promotion/Transfer Eligibility Lists.
- Extended 22 Entrance Eligibility Lists.
- Extended 7 Promotion/Transfer Eligibility Lists.
- Approved advertisement of 83 positions.

## Human Resources

Human Resources operates under the supervision and direction of the Mayor of Sioux Falls. The Director is appointed by the Mayor, on the advice and consent of the City Council. The Director has ultimate responsibility for the overall operation, planning, development, and administration of the department, Citywide benefits, civil service system, personnel policies and procedures, and labor relations activities.

The department is comprised of three major functional divisions: Employment/Training, Labor Relations/Classification, and Compensation and Benefits/Well-being/Training/Workers' Compensation. The department has both staff and line responsibilities: supports, advises, and assists departmental supervisors and managers, and performs duties and activities directly relating to City operations and civil service procedures.

### Employment and Training

- Distributed 83 vacancy job postings to 100+ agencies, educational institutions, and other recruitment contacts.
  - Posted all external job openings with the South Dakota Department of Labor and Regulation.
  - Posted all external job openings on the City's website (97 percent of all applicants applied online).
  - Advertised all external job openings in the Argus Leader and industry-specific websites and publications as deemed necessary.
- ❖ As of December 31, 2014, there were 1,113 civil service employees of the City of Sioux Falls.
- 58 entrance lists were established.
  - 33 promotion/transfer lists were certified.
  - 114 individuals were hired into civil service positions.
  - 5 individuals separated service during probation.
  - 73 civil service employees were promoted/transferred.
  - 10 civil service employees were reclassified or reassigned.
  - 85 civil service employees retired.
  - 26 civil service employees resigned.
  - 0 civil service employee took a leave of absence.
  - 1 civil service employee died (nonwork-related).



## **Employment (cont.)**

- Entrance Recruitment and Hiring Process
- Civil Service Promotion/Transfer Process
- Preemployment Testing/Interview Process
- Temporary Labor Force Coordination
- Orientation of New Employees
- Supervisory Training/Management Development
- Employee Training
- Education/Tuition Assistance Programs
- Employee Communications
- Personnel/HR Record Keeping
- EEO Compliance/Affirmative Action Plan Administration

## **Compensation and Benefits/Wellness**

- Wage/Salary Administration
- Leave Policy and Administration (Vacation, Sick Leave, Funeral, FMLA, LWOP)
- Insurance Benefits Administration
- Unemployment Compensation
- Preretirement Counseling/Retirement Planning
- Employee Assistance Plan
- Flexible Spending Account Administration
- Human Resource Information Systems
- Payroll Administration
- Deferred Compensation Plan Administration
- Pension Plan Administration
- Health/Wellness Programs and Initiatives

## **Labor Relations and Classification**

- Position Classification Plan Administration
- Job Analysis
- Job Evaluation
- Union/Labor Relations
- Grievance/Complaint Handling
- Disciplinary Procedures
- Labor Contract Negotiations/Administration
- Performance Appraisal Plan Administration
- City's Alcohol and Drug Testing Program Administration
- Classification/Job Descriptions
- Departmental Organizational Issues/Analysis

DRAFT

## Summary of Civil Service Personnel Actions January 1 to December 31, 2014

<b>Meetings held by the Civil Service Board</b> .....	<b>6</b>
<b>Eligible lists</b> .....	<b>91</b>
Entrance .....	58
Promotional/Transfer .....	33
<b>Gain in Civil Service</b> .....	<b>114</b>
New employees added .....	114
<b>Losses from Civil Service</b> .....	<b>120</b>
Separations from probation .....	5
Terminations .....	3
Retirements .....	85
Resignations .....	26
Leave of absence .....	0
Death .....	1
<b>Promotions</b> .....	<b>69</b>
<b>Transfers</b> .....	<b>4</b>
<b>Demotions</b> .....	<b>0</b>
<b>Reassignment/Reclassifications</b> .....	<b>10</b>
<b>Civil Service Appeals</b> .....	<b>0</b>
<b>Civil Service Census (December 31, 2014)</b> .....	<b>1,113</b>
<hr/>	
<b>Authorized Total FTE for 2014</b> .....	<b>1,159</b>
(less authorized appointed FTE) .....	26
<b>Authorized Civil Service FTE (December 31, 2014)</b> ....	<b>1,133</b>

<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
116	Accountant	6	5
114	Accounting Technician	3	2
107	Administrative Assistant	13	13
298	Administrative Supervisor	1	1
163	Advanced Practice Provider	0	4
089	Animal Control Officer	6	7
134	Application Development Analyst	4	4
132	Application Development Supervisor	1	1
133	Application Programmer	1	0
100	Assistant City Attorney	3	5
005	Assistant City Clerk	2	2
910	Assistant City Engineer	2	2
141	Assistant Director of Finance	1	1
300	Assistant Director of Parks and Recreation	1	1
003	Assistant Director of Planning and Building Services	1	1
085	Assistant Director of Public Health/Operations	1	1
026	Assistant Library Director	3	1
113	Billing Cashier	6	5
099	Billing Specialist	2	3
018	Branch Librarian	4	5
501	Building Inspector	5	5
283	Building Maintenance Worker	8	7
118	Business Analyst	7	9
043	Business Operations Manager	1	1
094	Business Specialist	1	0
601	Chemist	2	2
406	Chief Building Inspector	1	1
079	Chief Building Services Official	1	1
407	Chief Electrical Inspector	1	1
408	Chief Mechanical Inspector	1	1
031	Chief Planning and Zoning Official	1	1
409	Chief Plumbing Inspector	1	1
414	Chief Property Maintenance Inspector	1	1
144	City Carrier	3	3
007	City Engineer	1	1
139	CityLink Producer	2	2
915	Civil Engineer (Non-PE)	5	5
914	Civil Engineer (PE)	7	7

<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
066	Clinic/Lab Aide	2	2
052	Clinical Data Manager	1	1
076	Clinical Quality Coordinator	0	1
029	Clinical Services Manager	3	3
504	Code Enforcement Officer	1	1
096	Coding Technician	1	1
123	Communications Technician	1	1
030	Community Development Manager	1	1
070	Community Development Program Specialist	4	4
038	Compensation and Benefits Manager	1	1
922	Contract Compliance Specialist	1	1
122	Contract/Bid Specialist	1	1
230	Crime Lab Manager	1	1
229	Criminal Analyst	1	1
286	Custodial Supervisor	1	1
285	Custodial Worker	7	9
137	Data Center Supervisor	1	1
050	Dental Assistant	6	7
048	Dental Hygienist	2	2
014	Deputy City Attorney	2	1
337	District Park Supervisor	4	4
124	Document Specialist	2	2
232	Economic Development Coordinator	2	1
231	Economic Development Manager	1	1
411	Electrical Inspector	4	4
575	Electrician	2	2
576	Electronics Technician	2	2
200	Emergency Manager	1	1
049	Emergency Medical Quality Assurance Coordinator	1	1
533	Emergency Vehicle Technician	0	0
534	Emergency Vehicle Technician (Certified)	2	2
243	Engineering Document Control Specialist	1	0
010	Engineering Technician	11	11
041	Engineering Technician II	8	8
093	Environmental Analyst	4	4
906	Environmental Engineer	1	1
090	Environmental Health Specialist	1	2
091	Environmental Health Specialist (Certified)	5	4

<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
549	Environmental Manager	1	0
600	Environmental Technician	2	2
711	Equipment Operator	34	34
527	Equipment Repair Supervisor	1	1
282	Facilities Manager	1	1
115	Finance Manager	2	2
207	Fire Apparatus Operator	40	43
211	Fire Battalion Chief	7	7
202	Fire Battalion Chief/Enforcement and Investigation Civilian	1	1
203	Fire Captain	44	40
212	Fire Division Chief	3	3
218	Fire EMS Educator Civilian	1	2
209	Fire Inspector	5	6
216	Fire Inspector (Civilian)	2	2
205	Fire Marshal—Civilian	1	1
214	Fire Protection Engineer, P.E.	1	1
110	Fire Records Analyst	1	1
210	Firefighter	78	74
112	Forensic Specialist I	1	1
104	Forensic Specialist II	2	3
016	GIS Analyst	1	0
045	GIS Specialist	4	4
042	GIS Manager	1	1
071	Grant Fiscal Specialist	1	1
073	Graphic Design Specialist	1	1
027	Health Program Coordinator	1	1
921	Human Relations Technician	1	1
039	Human Resources Coordinator	1	1
036	Human Resources Manager	2	2
149	Human Resources Payroll Analyst	2	1
151	Human Resources Specialist	1	1
142	Information Technology Manager	1	1
135	IT Support Analyst	7	7
138	IT Support Supervisor	1	1
599	Laboratory Technician	0	0
900	Laborer	3	2
603	Landfill Environmental Technician	2	2
739	Landfill Equipment Operator	10	10

<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
742	Landfill Operations Manager	1	1
737	Landfill Scale Operator	3	4
117	Lead Billing Cashier	0	1
580	Lead Building Maintenance Mechanic	1	1
284	Lead Building Maintenance Worker	2	2
712	Lead Equipment Operator	13	13
713	Lead Landfill Equipment Operator	2	2
578	Lead Maintenance Mechanic	4	4
574	Lead Mechanic	2	3
128	Lead Media Specialist	1	1
239	Lead Parking Equipment Service Technician	1	1
235	Lead Parking Patrol	0	1
960	Lead Police Records Clerk	1	1
572	Lead Sewer Collection Technician	2	1
573	Lead Sewer Collection Technician (Certified)	1	2
731	Lead Wastewater Operator	0	0
732	Lead Wastewater Operator (Certified)	5	5
557	Lead Water Distribution System Technician	5	4
726	Lead Water Operator	0	0
727	Lead Water Operator (Certified)	4	5
720	Lead Water Service Technician	1	1
101	Legal Assistant	1	1
023	Librarian	6	7
020	Library Assistant	24	26
022	Library Associate	17	16
077	Library Clerk	1	1
021	Library Technician	1	0
067	Licensed Practical Nurse (LPN)	5	5
400	Licensing Specialist	1	1
520	Light Superintendent	1	1
522	Light Supervisor	1	1
523	Line Worker	8	7
577	Maintenance Mechanic	10	9
530	Mechanic	8	11
503	Mechanical Inspector	2	2
053	Medical Assistant	1	1
061	Multimedia Manager	1	1
064	Multimedia Support Supervisor	1	1

<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
233	Neighborhood Development Coordinator	0	1
136	Network Administrator	1	1
140	Network Security Administrator	1	0
074	Nurse Case Manager	1	1
554	Operations Manager	1	1
555	Operations Supervisor	1	1
102	Paralegal	1	1
338	Park Caretaker	17	17
341	Park Carpenter	1	1
340	Park Central Services Supervisor	1	1
299	Park Development Specialist	1	1
335	Park Forestry Caretaker	2	2
336	Park Forestry Supervisor	1	1
741	Park Mechanic	2	2
952	Park Operations Manager	1	1
339	Park Service Worker	21	23
240	Parking Equipment Service Technician	1	1
235	Parking Patrol	5	4
150	Parts Worker	5	5
097	Patient Support Technician	6	7
034	Payroll/Benefits Specialist	2	3
410	Permit Technician	4	6
500	Plans Examiner	2	2
511	Plumbing Inspector	2	2
105	Police Application Specialist	1	1
223	Police Captain	4	4
111	Police Evidence Technician	2	2
224	Police Lieutenant	8	8
228	Police Officer	197	190
108	Police Records Clerk	7	7
106	Police Records Supervisor	1	1
225	Police Sergeant	31	31
913	Principal Engineer	9	10
911	Project Manager	2	2
415	Property Maintenance Inspector	2	2
087	Public Health Finance and Information Officer	1	1
057	Public Health Lab Manager	1	1
055	Public Health Manager	2	2



<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
054	Public Health Scientist I	1	1
056	Public Health Scientist II	2	2
237	Public Parking Facilities Manager	1	1
127	Publishing Specialist	4	4
143	Purchasing Assistant	2	1
119	Purchasing Manager	1	1
120	Purchasing Specialist	1	2
068	Radiology and Lab Technologist	1	1
069	Real Estate Specialist	2	2
951	Recreation Manager	1	1
287	Recreation Program Coordinator	4	4
288	Recreation Program Specialist	5	5
059	Registered Nurse (RN)	8	9
561	Residue Coordinator	1	1
924	Right-of-Way Coordinator	1	0
927	Risk Manager	1	1
736	Sanitary Landfill Superintendent	1	1
740	Sanitary Landfill Supervisor	1	0
017	Senior Librarian	2	1
562	Sewer Collection Supervisor	1	1
570	Sewer Collection Technician	14	14
051	Social Worker	1	2
550	Street and Fleet Operations Manager	1	1
552	Street Maintenance Supervisor	4	4
242	Subdivision Site Plan Checker	1	1
734	Sustainability Coordinator	1	1
733	Sustainability Technician	1	0
145	System Administrator	1	0
109	Technical Clerk	21	20
024	Technical Services Librarian	2	2
130	Technical Support Specialist	4	5
098	Traffic Devices Maintenance Supervisor	1	1
546	Traffic Sign Technician	4	4
545	Traffic Signal Technician	4	4
072	Transportation Planner	1	1
063	Urban Planner	3	3
547	Utility Billing Supervisor	1	1
013	Utility Operations Administrator	1	1

<b>Occ. Code</b>	<b>Classification</b>	<b>2013 December</b>	<b>2014 December</b>
735	Vehicle/Equipment Service Worker	3	3
723	Wastewater Maintenance Supervisor	1	1
730	Wastewater Operator	4	5
537	Wastewater Superintendent	1	1
548	Water Distribution System Supervisor	1	1
556	Water Distribution System Technician	11	12
724	Water Maintenance/Meter Supervisor	1	1
725	Water Operator	6	5
535	Water Program Coordinator	0	1
602	Water Quality Analyst	1	1
721	Water Service Technician	6	6
536	Water Superintendent	1	1
125	Web Designer	1	1
405	Welder	1	1
047	Word Processor	5	5
035	Work Well Manager	1	1
147	Workers' Compensation Specialist	1	1
513	Zoning Enforcement Manager	1	1
512	Zoning Enforcement Officer	4	4
<b>Total Civil Service Employees</b>		<b>1,112</b>	<b>1,113</b>

---

## 2014 Disciplinary Actions Appealable to Civil Service Board

<b>Suspensions .....</b>	<b>6</b>
Public Works .....	2
Police .....	3
Library .....	1
<b>Demotions .....</b>	<b>0</b>
<b>Terminations .....</b>	<b>2</b>
Fire .....	1
Public Works .....	1