

AGENDA

City of Sioux Falls
Civil Service Board

July 8, 2015, Meeting

**HUMAN RESOURCES
CONFERENCE ROOM
12 NOON**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes—May 6, 2015
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Entrance Eligibility List 3758 Billing Cashier
 - b. Entrance Eligibility List 3759 Human Relations Technician
 - c. Promotional/Transfer Eligibility List 3761 Community Development Technician
 - d. Entrance Eligibility List 3764 Equipment Operator
 - e. Promotional/Transfer Eligibility List 3765 Equipment Operator
 - f. Entrance Eligibility List 3771 Network Administrator
- 4) Approve Personnel Actions (Exhibit A)
 - a. Advertising
 - b. Eligibility Lists
 - c. Classification Plan Amendments
- 5) Record Personnel Actions by MOU (Exhibit B)
 - a. New hires/off probation entrance
 - b. Promotions/off probation
 - c. Transfers/off probation
 - d. Reassignments
 - e. Separations
- 6) Executive Session (Not for Public Disclosure)—Record Disciplinary Actions by MOU (Exhibit C)
 - a. Suspension
 - b. Demotion
 - c. 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**

May 6, 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 May 6, 2015.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the March 4, 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 3746 Maintenance Mechanic—Water (6 months)
 - b. Entrance Eligibility List 3747 Water Service Technician (6 months)
 - c. Entrance Eligibility List 3754 Traffic Sign Technician
 - d. Entrance Eligibility List 3756 Advanced Practice ProviderMotion 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.

A motion was made by Grevlos, seconded by Carpenter that the Civil Service Board enter Executive Session to discuss personnel issues at 12:20 p.m. Motion carried unanimously. **A motion was made by Grevlos, seconded by Carpenter to exit Executive Session at 12:25 p.m.** Motion carried unanimously.

- 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 Grevlos seconded to adjourn the meeting. Motion carried unanimously.**

The Civil Service Board Members recognized and thanked Mike Grevlos for his service to the Civil Service Board as this was his last Civil Service Meeting.

The Board will meet on Wednesday, July 8, 2015, at 12 noon in the Human Resources Conference Room.

Meeting was adjourned at 12:26 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

DRAFT

Exhibit A—July 8, 2015, CSB Meeting

1. Advertising—Reporting Period: April 27, 2015–June 21, 2015

Code Enforcement Manager	Civil Engineer/P.E.
Network Administrator	IT Infrastructure Manager
Branch Librarian	Maintenance Mechanic
Animal Control Supervisor	Sanitary Landfill Superintendent
Library Associate	Nurse Case Manager
Zoning Enforcement Officer	Code Enforcement Manager
Environmental/Storm Water Manager	Engineering Technician

2. Eligibility List—Reporting Period: April 27, 2015–June 21, 2015

3758	ENTRANCE	BILLING CASHIER	21-Jul-15
3759	ENTRANCE	HUMAN RELATIONS TECHNICIAN	27-Jul-15
3760	ENTRANCE	COMMUNITY DEVELOPMENT TECHNICIAN	28-Jul-15
3761	PROMO/TRANS	COMMUNITY DEVELOPMENT TECHNICIAN	28-Jul-15
3762	ENTRANCE	ANIMAL CONTROL OFFICER	30-Jul-15
3763	ENTRANCE	BUSINESS ANALYST	11-Aug-15
3764	ENTRANCE	EQUIPMENT OPERATOR	18-Aug-15
3765	PROMO/TRANS	EQUIPMENT OPERATOR	18-Aug-15
3766	ENTRANCE	LABORER	19-Aug-15
3767	PROMO/TRANS	ENGINEERING TECHNICIAN II	19-Aug-15
3768	ENTRANCE	CIVIL ENGINEER/P.E. - FACILITIES & SUBDIVISIONS	21-Aug-15
3769	ENTRANCE	URBAN PLANNER	28-Aug-15
3770	PROMO/TRANS	URBAN PLANNER	28-Aug-15
3771	ENTRANCE	NETWORK ADMINISTRATOR	1-Sep-15

Exhibit A, Section 3—July 8, 2015, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
15-29	Midmanagement	Delete	Data Center Supervisor	137	C51
15-29	Midmanagement	Add	Information Technology Infrastructure Manager	137	C52
15-29	Midmanagement	Add	Web Developer	131	C43
15-29	Midmanagement	Delete	Information Technology Support Analyst	135	C43
15-29	Midmanagement	Add	Information Technology System Analyst	135	C43
15-31	Midmanagement	Add	Animal Control Supervisor	092	C42
15-32	General	Delete	Library Associate	022	B31
15-32	General	Delete	Library Assistant	020	B21
15-32	General	Add	Library Associate	022	B25
15-33	Midmanagement	Delete	Environmental Manager	549	C52
15-33	Midmanagement	Add	Environmental/Storm Water Manager	551	D61

EXHIBIT B—July 8, 2015

New Hires—Reporting Period: 4/27/15–6/21/15

Eligibility List #	Name	Classification	Hire Date	MOU
3752	Brickman, Brittany	Civil Engineer	5/4/2015	Engineering
3749	Friedbauer, Dan	IT System Analyst	5/11/2015	Technology
3753	Brynjulson, Austin	GIS Specialist	5/11/2015	Engineering
3751	Metzger, Jill	Environmental Analyst	5/11/2015	Landfill
3746	Morken, Jarod	Maintenance Mechanic	5/11/2015	Water Purification
3759	Lemieux, Tina	Human Relations Tech	5/11/2015	Attorney
3741	Haviland, Bryce	Information Security Admin	5/26/2015	Technology
3758	Penrod, Andrena	Billing Cashier	6/8/2015	Utility Billing
3760	Cerny, Matthew	Community Development Tech	6/8/2015	Economic Development
3764	Peterson, Trent	Equipment Operator	6/8/2015	Street
3763	Parsons, Brooke	Business Analyst	6/15/2015	Finance

Off Probation—Entrance Reporting Period: 4/27/15–6/21/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3648	Brown, Daniel	Assistant City Attorney	4/28/2014	Attorney	4/28/2015
3665	Nielson, Daniel	Park Service Worker	4/28/2014	Park	4/28/2015
3671	Uthe, James	Water Service Tech	4/28/2014	Water Maintenance	4/28/2015
3670	Wilson, Jordan	Water Distribution System Tech	5/5/2014	Water Maintenance	5/5/2015
3664	Weiss, Matthew	Engineering Technician	5/5/2014	Engineering	5/5/2015
3665	Livermore, Adam	Park Service Worker	5/12/2014	Park	5/12/2015
3649	Stenzel, Brittany	Police Officer	2/24/2014	Police	5/24/2015
3649	Meath, Joseph	Police Officer	2/24/2014	Police	5/24/2015
3676	Bingham, Ricky	Sewer Collection Tech	5/27/2014	Water Reclamation	5/27/2015
3629	Leesch, Brianna	Library Assistant	6/9/2014	Library	6/9/2015
3629	Osberg, Bethany	Library Assistant	6/9/2014	Library	6/9/2015
3629	Lebo, Rachael	Library Assistant	6/16/2014	Library	6/16/2015

EXHIBIT B—July 8, 2015

Promotions—Reporting Period: 4/27/15–6/21/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3757	Jason Wirtz	5/11/2015	Maintenance Mechanic	Water	Controls Technician	Water Reclamation
3767	Don Kuper	5/25/2015	Engineering Tech	Engineering	Engineering Tech II	Engineering

Off Probation—Promotional Reporting Period: 4/27/15–6/21/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3700	Cox, Ryan	10/27/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	4/27/15
3697	Murphy, Michael	10/27/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire	4/27/15
3715	McCuddin, Landon	11/24/2014	Vehicle Equipment Service Worker	Fleet	Mechanic	Fleet	5/24/15
2697	Reel, Thomas	11/24/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	5/24/15
3700	Petersen, David	11/24/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	5/24/15

Transfers—Reporting Period: 4/27/15–6/21/15

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

Off Probation—Transfers Reporting Period: 4/27/15–6/21/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3695	Smith, Charles	10/27/2014	Fire Captain	Fire	Fire Inspector	Fire	4/27/15

EXHIBIT B—July 8, 2015

Reassignments—Chapter 30/Reclassifications Reporting Period: 4/27/15–6/21/15

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Leif Hage	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Noel Ahl	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Erin Ormseth	5/4/2015	System Administrator	Technology	Web Developer	Technology
Matthew Schnaible	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Wade Bentz	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Corey Putzier	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Matthew Williams	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Scott Gregor	5/4/2015	Application Development Supervisor	Technology	Project Manager	Technology
Brian Sherman	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Holly Carpenter	5/4/2015	System Administrator	Technology	IT System Analyst	Technology
Susan Carlson	6/8/2015	Library Assistant	Library	Library Associate	Library
Aldijana Mustic	6/8/2015	Library Assistant	Library	Library Associate	Library
Rachel Lebo	6/8/2015	Library Assistant	Library	Library Associate	Library
Denise Schmidt	6/8/2015	Library Assistant	Library	Library Associate	Library
Valarie Schonewill	6/8/2015	Library Assistant	Library	Library Associate	Library
Ann Marie Weatherly	6/8/2015	Library Assistant	Library	Library Associate	Library
Catherine Wehrspann	6/8/2015	Library Assistant	Library	Library Associate	Library
Katie Pelzel	6/8/2015	Library Assistant	Library	Library Associate	Library
Bethany Osberg	6/8/2015	Library Assistant	Library	Library Associate	Library
Brian Borden	6/8/2015	Library Assistant	Library	Library Associate	Library
Rhiana Sigafos	6/8/2015	Library Assistant	Library	Library Associate	Library

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Sandra Bakker	6/8/2015	Library Assistant	Library	Library Associate	Library
Brianna Leesch	6/8/2015	Library Assistant	Library	Library Associate	Library
Susan Boe	6/8/2015	Library Assistant	Library	Library Associate	Library
Jeremy Petersen	6/8/2015	Library Assistant	Library	Library Associate	Library
Alesha Krumwiede	6/8/2015	Library Assistant	Library	Library Associate	Library
Patricia Mayer	6/8/2015	Library Assistant	Library	Library Associate	Library
Stephanie Ode	6/8/2015	Library Assistant	Library	Library Associate	Library
Jan Schroeder	6/8/2015	Library Assistant	Library	Library Associate	Library
Monica Newton	6/8/2015	Library Assistant	Library	Library Associate	Library
Ashley O'Hara	6/9/2015	Library Assistant	Library	Library Associate	Library
Nicole Josephsen	6/10/2015	Library Assistant	Library	Library Associate	Library
Alice Singh	6/11/2015	Library Assistant	Library	Library Associate	Library
Autumn Hausman	6/12/2015	Library Assistant	Library	Library Associate	Library

Separations—Reporting Period: 4/27/15–6/21/15

Name	Separation Date	Hire Date	MOU	Classification
Ford, Jeb	5-6-15	1-3-95	Fire	Fire Fighter
Andersen, Denis	5-11-15	6-29-92	Water Reclamation	Lead Wastewater Operator (Cert)
Matuska, Julia	5-11-15	6-6-05	Library	Library Assistant
Koch, William	5-29-15	1-6-03	Water Reclamation	Laborer
Liesinger, Beverly	5-29-15	6-1-95	Library	Branch Librarian
Salameh, Tracy	6-5-15	1-2-02	Health	Nurse Case Manager
Ormseth, Erin	6-10-15	6-26-06	Technology	Web Developer
Wilde, Jeffrey	6-10-15	5-6-91	Engineering	Engineering Technician II
Bayne, Henry	6-12-15	2-5-90	Police	Police Officer

EXHIBIT B—July 8, 2015

Separations within Probation Period Reporting Period: 4/27/15–6/21/15

Name	Separation Date	Hire Date	MOU	Classification
Hesse, Justin	5-6-15	7-7-14	Police	Police Officer
Pfeiffer, David	5-7-15	10-20-14	Police	Police Officer

Return to Civil Service Reporting Period: 4/27/15–6/21/15

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