

City of Sioux Falls
Civil Service Board
MINUTES

January 11, 2016
Human Resources Conference Room
12 Noon

MEMBERS PRESENT: Burnley, Carpenter, Hanson

MEMBERS ABSENT: None

STAFF PRESENT: Holsen, O'Toole and Stulken

- 1) The meeting was called to order at 12:03 p.m. on January 11, 2016.
- 2) **A motion was made by Carpenter and seconded by Burnley to approve the minutes of the November 4, 2015, meeting.** Motion carried unanimously.
- 3) **A motion was made by Burnley and seconded by Carpenter to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3814 Human Rights Community Coordinator
 - b. Promo/Trans Eligibility List 3819 Lead Equipment Operator
 - c. Promo/Trans Eligibility List 3822 Park Caretaker
 - d. Entrance Eligibility List 3826 Forensic Specialist I/II
 - e. Entrance Eligibility List 3828 Police Evidence Technician (3 months)

Motion carried unanimously.

- 4) **A motion was made by Carpenter, seconded by Burnley 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 Burnley, seconded by Carpenter to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Burnley, seconded by Carpenter that the Civil Service Board enter Executive Session to discuss personnel issues at 12:09 p.m. Motion carried unanimously. **A motion was made by Carpenter, seconded by Burnley to exit Executive Session at 12:19 p.m.** Motion carried unanimously.

O'Toole informed the board that the Human Resources Department would be soliciting Civil Service Board member applications in the near future due to the resignation of board member Mary Hitzemann. Hitzemann's term would have expired in June, 2016.

- 6) **A motion was made by Carpenter, seconded by Burnley to order the disciplinary actions as set forth in Exhibit C to be recorded.** Motion carried unanimously.
- 7) Nomination for the 2016 – 2017 chairperson was open for recommendations. **Carpenter made a motion that Hanson be the chairperson. Burnley seconded the motion and called for the nomination to cease.** Motion carried unanimously.
- 8) **Having no further business, a motion was made by Hanson and Burnley seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, March 2, 2016, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:20 p.m.

Respectfully submitted by Kim Stulken, Recording Officer

Exhibit A – January 11, 2016, CSB Meeting

1. Advertising: Reporting Period – October 12, 2015 – December 20, 2015

| | |
|--------------------------------------|--------------------------------------|
| Forensic Specialist I/II | Police Evidence Technician |
| Dental Assistant | Dental Hygienist |
| Wastewater Operator | Parking Equipment Service Technician |
| Police Records Clerk | Library Marketing Coordinator |
| Maintenance Mechanic | Traffic Signal Technician |
| Technical Clerk | Library Associate |
| Plumbing Inspector | Custodial Worker |
| Water Distribution System Technician | Civil Engineer/P.E. |

2. Eligibility List – Reporting Period – October 12, 2015 – December 20, 2015

| | | | |
|------|-------------|----------------------------------------------|-----------|
| 3814 | ENTRANCE | HUMAN RIGHTS COMMUNITY COORDINATOR | 20-Jan-16 |
| 3815 | ENTRANCE | LANDFILL SCALE OPERATOR | 21-Jan-16 |
| 3816 | PROMO/TRANS | LEAD POLICE RECORDS CLERK | 26-Jan-16 |
| 3817 | ENTRANCE | LEAD BUILDING MAINTENANCE MECHANIC | 27-Jan-16 |
| 3818 | PROMO/TRANS | LEAD BUILDING MAINTENANCE MECHANIC | 27-Jan-16 |
| 3819 | PROMO/TRANS | LEAD EQUIPMENT OPERATOR | 29-Jan-16 |
| 3820 | ENTRANCE | WEB CONTENT SPECIALIST | 4-Feb-16 |
| 3821 | ENTRANCE | TECHNICAL SUPPORT SPECIALIST | 5-Feb-15 |
| 3822 | PROMO/TRANS | PARK CARETAKER | 13-Feb-15 |
| 3823 | ENTRANCE | PARALEGAL | 10-Feb-15 |
| 3824 | ENTRANCE | CIVIL ENGINEER/P.E. | 22-Jan-15 |
| 3825 | PROMO/TRANS | LEAD WATER DISTRIBUTION SYSTEM TECHNICIAN | 3-Mar-16 |
| 3826 | ENTRANCE | FORENSIC SPECIALIST I/II | 3-Mar-16 |
| 3827 | PROMO/TRANS | LEAD SEWER COLLECTION TECHNICIAN | 8-Mar-16 |
| 3828 | ENTRANCE | POLICE EVIDENCE TECHNICIAN | 9-Mar-16 |

Exhibit A Section 3 – January 11, 2016, CSB Meeting

3. Classification Plan Amendments

| EO # | Category | Change | Job Title | OCC Code | Scale |
|-------------|-----------------|---------------|-------------------------------|-----------------|--------------|
| 15-47 | Midmanagement | Add | Library Marketing Coordinator | 020 | C42 |

EXHIBIT B – January 11, 2016

New Hires – Reporting Period 10/12/15 – 12/20/15

| Eligibility List # | Name | Classification | Hire Date | MOU |
|--------------------|--------------------|-------------------------------|------------|------------------------|
| 3809 | Feenstra, Austin | Police Officer | 10/13/2015 | Police |
| 3809 | Leacraft, Nelson | Police Officer | 10/13/2015 | Police |
| 3809 | Erickson, Benjamin | Police Officer | 10/13/2015 | Police |
| 3809 | Luke, Ashton | Police Officer | 10/13/2015 | Police |
| 3809 | Blie, Brady | Police Officer | 10/13/2015 | Police |
| 3809 | Koester, Austin | Police Officer | 10/13/2015 | Police |
| 3809 | Schauer, Luke | Police Officer | 10/13/2015 | Police |
| 3809 | Glista, Adam | Police Officer | 10/13/2015 | Police |
| 3809 | Hildebrand, Scott | Police Officer | 10/13/2015 | Police |
| 3809 | McKee, Alexis | Police Officer | 10/13/2015 | Police |
| 3795 | Tanis, Jordan | Registered Nurse | 10/19/2015 | Health |
| 3797 | Lewis, Marc | Landfill Operations Manager | 10/19/2015 | Landfill |
| 3801 | McVay, Angela | Technical Clerk | 10/26/2015 | Police |
| 3806 | Stotesbery, Darren | Wastewater Operator | 10/26/2015 | Water Rec |
| 3811 | VonHoltum, Jeff | Park Supply Specialist | 10/26/2015 | Park |
| 3810 | Schmidt, Anthony | Building Inspector | 11/2/2015 | Planning/Bldg Services |
| 3782 | McComas, Ashley | Library Associate | 11/9/2015 | Library |
| 3815 | Fast, Sheryl | Landfill Scale Operator | 11/9/2015 | Landfill |
| 3813 | Hardie, Travis | Landfill Equip Operator | 11/16/2015 | Landfill |
| 3794 | Tulowetzke, Mike | Custodial Worker | 11/23/2015 | Facilities Mgmt |
| 3820 | Selle, Lynda | Web Content Specialist | 11/23/2015 | Multi-Media |
| 3814 | Briggs, Julie | Human Rights Community Coord. | 11/30/2015 | Attorney |
| 3823 | Richmond, Angela | Paralegal | 12/2/2015 | Attorney |
| 3764 | Smit, Shannon | Equipment Operator | 12/7/2015 | Street |

EXHIBIT B – January 11, 2016

Off Probation – Entrance Reporting Period 10/12/15 – 12/20/15

| Eligibility List # | Name | Classification | New Hire | MOU | Date Probation Completed |
|--------------------|-----------------|------------------------------|------------|-----------------|--------------------------|
| 3629 | Hausman, Autumn | Library Assistant | 11/3/2014 | Library | 11/3/2015 |
| 3707 | Kayl, Shaun | Technical Support Specialist | 11/10/2014 | Technology | 11/10/2015 |
| 3708 | Maske, Emily | Registered Nurse | 11/10/2014 | Health | 11/10/2015 |
| 3708 | Swenson, Stacey | Registered Nurse | 11/10/2014 | Health | 11/10/2015 |
| 3708 | Berke, Amy | Registered Nurse | 11/10/2014 | Health | 11/10/2015 |
| 3704 | Mursal, Mohamed | Custodial Worker | 11/17/2014 | Facilities Mgmt | 11/17/2015 |
| 3710 | Risty, Carl | Permit Technician | 12/1/2014 | Urban Mgmt | 12/1/2015 |
| 3710 | Heiter, Travis | Permit Technician | 12/1/2014 | Urban Mgmt | 12/1/2015 |
| 3714 | Wipf, Chris | Mechanic | 12/15/2014 | Fleet | 12/15/2015 |

Promotions - Reporting Period 10/12/15 – 12/20/15

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU |
|--------------------|-------------------|---------------|-------------------------------------------|-------------------|-------------------------------------------|-----------------------|
| 3799 | Penny Hochstein | 10/12/2015 | Police Records Clerk | Police | Police Records Supervisor | Police |
| 3807 | Adam Petersen | 10/12/2015 | Police Officer | Police | Police Sergeant | Police |
| 3807 | Terrance Matia | 10/26/2015 | Police Officer | Police | Police Sergeant | Police |
| 3807 | Nicholas Cook | 10/26/2015 | Police Officer | Police | Police Sergeant | Police |
| 3807 | Martin Hoffman | 10/26/2015 | Police Officer | Police | Police Sergeant | Police |
| 3807 | Andrew Siebenborn | 10/26/2015 | Police Officer | Police | Police Sergeant | Police |
| 3744 | Jon Lohr | 10/26/2015 | Police Sergeant | Police | Police Lieutenant | Police |
| 3808 | Terry Mixell | 10/26/2015 | Police Lieutenant | Police | Police Captain | Police |
| 3812 | Darin McDonnel | 10/26/2015 | Lead Water Distribution System Technician | Water Maintenance | Water Distribution System Supervisor | Water Maintenance |
| 3793 | Ryan Limesand | 10/26/2015 | Fire Apparatus Operator | Fire | Fire Inspector | Fire |
| 3816 | Laura Bjergaard | 11/9/2015 | Police Records Clerk | Police | Lead Police Records Clerk | Police |
| 3819 | Matt Surrell | 11/9/2015 | Equipment Operator | Street | Lead Equipment Operator | Street |
| 3817 | Troy Deutsch | 11/23/2015 | Parking Equipment Service Technician | Public Parking | Lead Building Maintenance Mechanic | Facilities Management |
| 3825 | Ron Ellefson | 12/7/2015 | Water Distribution System Technician | Water Maintenance | Lead Water Distribution System Technician | Water Maintenance |
| 3825 | Jason Wegehaupt | 12/7/2015 | Water Distribution System Technician | Water Maintenance | Lead Water Distribution System Technician | Water Maintenance |

EXHIBIT B – January 11, 2016

Off Probation - Promotional Reporting Period 10/12/15 – 12/20/15

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU | Date Completed |
|--------------------|---------------|---------------|-------------------------|-------------------|---------------------------|-------------------|----------------|
| 3700 | Rocky Foster | 4/13/2015 | Fire Apparatus Operator | Fire | Fire Captain | Fire | 10/13/15 |
| 3755 | Zachary Bruns | 4/13/2015 | Traffic Sign Technician | Engineering | Traffic Signal Technician | Engineering | 10/13/15 |
| 3757 | Jason Wirtz | 5/11/2015 | Maintenance Mechanic | Water Maintenance | Controls Technician | Water Reclamation | 11/11/15 |
| 3767 | Don Kuper | 5/25/2015 | Engineering Tech | Engineering | Engineering Tech II | Engineering | 11/25/15 |

Transfers - Reporting Period 10/12/15 – 12/20/15

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

None to report.

Off Probation - Transfers - Reporting Period 10/12/15 – 12/20/15

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

None to report.

Reassignments – Chapter 30/Reclassifications Reporting Period 10/12/15 – 12/20/15

| Name | Date | Former Classification | Former MOU | New Classification | New MOU |
|------|------|-----------------------|------------|--------------------|---------|
|------|------|-----------------------|------------|--------------------|---------|

None to report.

EXHIBIT B – January 11, 2016

Separations – Reporting Period 10/12/15 – 12/20/15

| Name | Separation Date | Hire Date | MOU | Classification |
|-------------------|------------------------|------------------|-----------------------|---------------------------------|
| Baumberger, Karen | 10-13-15 | 9-25-95 | Technology | Technical Support Specialist |
| Eastman, Dale | 10-13-15 | 5-19-97 | Parks | Equipment Operator |
| Ericksen, David | 10-13-15 | 3-26-84 | Parks | Park Caretaker |
| Fiegen, Steve | 10-13-15 | 1-7-91 | Police | Police Officer |
| Lambert, James | 10-13-15 | 1-10-77 | Street | Lead Equipment Operator |
| Mundt, Jerry | 10-13-15 | 9-24-90 | Police | Police Sergeant |
| McGinnis, Lori | 10-14-15 | 1-4-88 | Library | Library Associate |
| Hendrix, Ronald | 10-16-15 | 11-7-94 | Landfill | Landfill Equipment Operator |
| Sauer, Rita | 10-16-15 | 10-29-01 | Library | Library Clerk |
| Sawvell, Sandra | 10-16-15 | 1-3-95 | Police | Police Records Supervisor |
| Serk, Robert | 10-16-15 | 2-10-92 | Urban Management | Building Inspector |
| Daniels, John | 10-23-15 | 8-29-88 | Fire | Fire Inspector |
| Daniels, Kathryn | 10-23-15 | 2-5-90 | Police | Police Sergeant |
| Erickson, Dave | 10-23-15 | 3-4-91 | Police | Police Sergeant |
| Huntimer, David | 10-23-15 | 1-7-91 | Police | Police Sergeant |
| Mullinix, Amanda | 10-23-15 | 5-16-11 | Engineering | Technical Clerk |
| Kelly, Andrea | 10-30-15 | 1-3-95 | Police | Police Officer |
| Banghart, Marty | 11-1-15 | 6-4-07 | Water Reclamation | Lead Wastewater Operator (Cert) |
| Koch, Janice | 11-12-15 | 9-19-77 | Water Maintenance | Technical Clerk |
| Dunteman, David | 11-27-15 | 3-27-89 | Police | Police Officer |
| Mursal, Mohamed | 12-18-15 | 11-17-14 | Facilities Management | Custodial Worker |

EXHIBIT B – January 11, 2016

Separations within Probation Period Reporting Period 10/12/15 – 12/20/15

| Name | Separation Date | Hire Date | MOU | Classification |
|-------------------|------------------------|------------------|-------------------|--------------------------------------|
| Ditalo, Russel | 10-13-15 | 8-3-15 | Fire | Fire Fighter |
| Allen, Matthew | 11-2-15 | 1-26-15 | Police | Police Officer |
| Morken, Jarod | 11-6-15 | 5-11-15 | Water Maintenance | Maintenance Mechanic |
| Echwright, Alex | 11-13-15 | 1-26-15 | Police | Police Officer |
| Dickson, Nicholas | 12-14-15 | 12-15-14 | Water Maintenance | Water Distribution System Technician |

Return to Civil Service Reporting Period 10/12/15 – 12/20/15

| Name | Date | Former Classification | New Classification | New MOU |
|-------------|-------------|------------------------------|---------------------------|----------------|
|-------------|-------------|------------------------------|---------------------------|----------------|

None to report.