

AGENDA

City of Sioux Falls Civil Service Board

July 15, 2009, Meeting

HUMAN RESOURCES CONFERENCE ROOM

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – May 6, 2009
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Word Processor, Entrance
 - b. Desktop Support Supervisor, Promo/Transfer
 - c. Engineering Technician, Entrance
 - d. HVAC Maintenance Mechanic, Entrance
- 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 Resignations
- 6) Executive Session (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
 - 1 Suspension
 - 2 Demotion
 - 3 Dismissal
- 7) Adjournment

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

May 6, 2009

Human Resources Conference Room

MEMBERS PRESENT: Hitzemann, Ohme and Moore.

MEMBERS ABSENT: Hinton

STAFF PRESENT: Hannestad, Holsen and O'Toole.

- 1) The meeting was called to order at 12:15 p.m. on May 6, 2009.
- 2) **A motion was made by Hitzemann and seconded by Ohme to approve the minutes of the March 4, 2009, meeting.** Motion carried unanimously.
- 3) **A motion was made by Ohme and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3300 Landfill Scale Operator (6 months)
 - b. Promo/Transfer Eligibility List 3301 Park Caretaker
 - c. Promo/Transfer Eligibility List 3302 Fire Inspector
 - d. Entrance Eligibility List 3303 Fire Inspector
 - e. Entrance Eligibility List 3304 Library Assistant (3 months)
 - f. Entrance Eligibility List 3305 Custodial Worker (3 months)
 - g. Entrance Eligibility List 3307 Environmental Technician
 - h. Promo/Transfer Eligibility List 3308 Environmental Technician
 - i. Entrance Eligibility List 3310 Information Technology Supervisor (6 months)

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

A motion was made by Hitzemann, seconded by Ohme that the Civil Service Board go into Executive Session at 12:22 p.m. A motion was made by Ohme seconded by Hitzemann to come out of the Executive Session at 12:26 p.m.

6) **A motion was made by Hitzemann and seconded by Ohme to order the disciplinary actions as recorded and set forth in Exhibit C.** Motion carried unanimously.

7) **Having no further business, a motion was made by Ohme and Hitzemann seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, July 15, 2009, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:27 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – July 15, 2009 CSB Meeting

1. Advertising: Reporting Period – April 27, 2009 – June 22, 2009

Application Support Analyst
Utilities System Worker
Criminal Analyst
GIS Technician
Dental Hygienist

Engineering Technician
HVAC Maintenance Mechanic
Forensic Specialist
Purchasing Specialist

2. Eligibility List – Reporting Period – April 28, 2009 – June 12, 2009

3311	ENTRANCE	WORD PROCESSOR	28-Jul-09
3312	VOID	VOID	
3313	PROMO/TRANS	DESKTOP SUPPORT SUPERVISOR	4-Sep-09
3314	ENTRANCE	ENGINEERING TECHNICIAN	28-Aug-09
3315	ENTRANCE	HVAC MAINTENANCE MECHANIC	9-Sep-09
3316	PROMO/TRANS	FIRE CAPTAIN	10-Jun-11
3317	ENTRANCE	APPLICATION SUPPORT ANALYST	12-Sep-09

Exhibit A Section 3 – July 15, 2009, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
09-20	Midmanagement	Add	Criminal Analyst	229	C42
09-20	General	Add	Purchasing Specialist	120	B32
09-23	General	Add	Dental Hygienist	048	C42

EXHIBIT B – July 15, 2009

New Hires – Reporting Period 4/20/09 – 6/28/09

Eligibility List #	Name	Classification	Hire Date	MOU
3305	Brower, David	Custodial Worker	4/20/2009	77 Water Reclamation
3304	Mustic, Sabina	Library Assistant	4/20/2009	28 Library
3310	Haase, Jerald	Info Tech Supervisor	4/20/2009	16 Central Services
3307	Van De Rostyne, Zachary	Environmental Technician	4/27/2009	77 Water Reclamation
3293	Johnson, Joshua	Park Service Worker	5/11/2009	64 Park
3311	West, Shauna	Word Processor	5/26/2009	21 Police
3305	Woodard, Kurt	Custodial Worker	6/22/2009	77 Water Reclamation

EXHIBIT B – July 15, 2009

Off Probation – Entrance Reporting Period – 4/20/09 – 6/28/09

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3248	Barber, Joseph	Water Operator	4/21/2008	75 Water Pur	4/21/2009
3246	Lovro, Brett	Civil Engineer	4/28/2008	14 Engineering	4/28/2009
3254	Evink, Amanda	Park Service Worker	6/2/2008	64 Park	6/2/2009
3255	Kiesow, John	Publishing Specialist	6/16/2008	24 Media Services	6/16/2009

Promotions - Reporting Period - 4/20/09 - 6/28/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3309	Konda, Timothy	4/20/2009	Accountant	10 Finance	Financial Analyst	10 Finance
3259	Sona, Kevin	4/20/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3298	Rypkema, Brian	5/4/2009	Park Service Worker	64 Park	Equipment Operator	33 Street

Off Probation - Promotional Reporting Period – 4/20/09 - 6/28/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3278	Voeltz, Matthew	10/20/2008	Laborer	77 Water Reclamation	Equipment Operator	77 Water Reclamation	4/20/09
3276	McManus, Loren	11/3/2008	Police Officer	21 Police	Police Sergeant	21 Police	5/3/09

Transfers - Reporting Period – 4/20/09 – 6/28/09

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
	Ausen, Shannon	6/1/2009	Assistant City Engineer	14 Engineering	Civil Engineer PE	14 Engineering

EXHIBIT B – July 15, 2009

Off Probation - Transfers - Reporting Period – 4/20/09 - 6/28/09

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

Reassignments - Chapter 30/Reclassifications Reporting Period - 4/20/09- 6/28/09

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Boden, Ann	4/20/2009	Accountant	10 Finance	Financial Analyst	10 Finance
Miller, Dominic	4/20/2009	Environmental Hlth Spec	18 Health	Environmental Hlth Spec (cert)	18 Health
Nesheim, Emily	5/18/2009	Park Service Worker	64 Park	Park Caretaker	64 Park
Siegfried, Clayton	6/15/2009	Appl Support Analyst	16 Central Services	Desktop Support Supervisor	16 Central Services

Resignations - Reporting Period - 4/20/09 – 6/28/09

Name	Date	Hire Date	MOU	Classification	Retirement
Naglestad, Jens	5-7-09	5-15-06	15 Fire	Firefighter	No
Voth, Kristian	5-11-09	3-3-03	15 Fire	Firefighter	No
Anderson, James	5-26-09	2-5-07	11 Facilities Mgmt	Heating/Cooling Maintenance Mechanic	No
Lichty, Jessica	6-12-09	6-23-03	21 Police	Forensic Specialist II	No
Chadwick, Catherine	6-26-09	12-2-96	28 Library	Library Assistant	Yes

EXHIBIT B – July 15, 2009

Resignations/Dismissals within Probation Period Reporting Period – 4/20/09 – 6/28/09

Name	Termination Date	Hire Date	MOU	Classification	Resignation	Dismissal
Brower, David	6-2-09	4-20-09	77 Water Reclamation	Custodial Worker		X
Swallow, Russell	6-3-09	1-26-09	33 Street	Traffic Devices Service Worker	X	
Scott, Christina	6-16-09	11-3-08	28 Health	Dental Assistant		X

Return to Civil Service Reporting Period – 4/20/09 – 6/28/09

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