

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

November 23, 2009  
Human Resources Conference Room

MEMBERS PRESENT: Hitzemann, Moore and Ohme.

MEMBERS ABSENT: Hinton

STAFF PRESENT: Hannestad, Holsen, O'Toole and Stulken.

- 1) The meeting was called to order at 12:10 p.m. on November 23, 2009.
- 2) Doug Barthel discussed Sioux Falls Police Department Policy and Procedures.
- 3) **A motion was made by Hitzemann and seconded by Ohme approve the minutes of the September 2, 2009, meeting.** Motion carried unanimously.
- 4) **A motion was made by Ohme and seconded by Hitzemann extend the current eligibility lists for nine months or as requested for the following positions:**
  - a. Entrance Eligibility List 3324 Dental Hygienist
  - b. Entrance Eligibility List 3325 Dental Assistant
  - c. Entrance Eligibility List 3327 Landfill Gas Supervisor
  - d. Promo/Transfer Eligibility List 3328 Landfill Gas Supervisor
  - e. Promo/Transfer Eligibility List 3332 Assistant City Engineer
  - f. Entrance Eligibility List 3333 Traffic Devices Service Worker

Motion carried unanimously.

- 5) **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.
- 6) **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 12:17 p.m. A motion was made by Ohme seconded by Hitzemann to come out of the Executive Session at 12:40 p.m.**

7) **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.

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

The 2010 Civil Service meeting calendar was distributed to the board members.

The Board will meet on Wednesday, January 6, 2010, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:50 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – November 23, 2009, CSB Meeting

### 1. Advertising: Reporting Period – August 31, 2009 – October 13, 2009

Assistant City Engineer  
Wastewater Operator  
Environmental Health Specialist

Lead Wastewater Operator  
Network Security Administrator  
Principal Engineer

### 2. **Eligibility List – Reporting Period – August 10, 2009 – October 15, 2009**

3323	PROMO/TRANS	APPLICATION SUPPORT ANALYST	10-Nov-09
3324	ENTRANCE	DENTAL HYGIENIST	17-Nov-09
3325	ENTRANCE	DENTAL ASSISTANT	20-Nov-09
3326	ENTRANCE	PURCHASING SPECIALIST	24-Nov-09
3327	ENTRANCE	LANDFILL GAS SUPERVISOR	11-Dec-09
3328	PROMO/TRANS	LANDFILL GAS SUPERVISOR	11-Dec-09
3329	PROMO/TRANS	POLICE CAPTAIN	14-Sep-10
3330	PROMO/TRANS	POLICE LIEUTENANT	23-Sep-10
3331	PROMO/TRANS	POLICE SERGEANT	25-Sep-10
3332	PROMO/TRANS	ASST CITY ENGINEER	29-Dec-09
3333	ENTRANCE	TRAFFIC DEVICES SERVICE WKR	30-Dec-09
3334	ENTRANCE	EMPLOYMENT SPECIALIST	2-Jan-10
3335	PROMO/TRANS	WATER SUPERINTENDENT	21-Dec-09
3336	ENTRANCE	LEAD WASTEWATER OPERATOR	15-Jan-10
3337	PROMO/TRANS	LEAD WASTEWATER OPERATOR	15-Jan-10

## Exhibit A Section 3 – November 23, 2009, 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>
09-32	General	Add	Fire Records Technician	110	B23-2
09-33	Midmanagement	Add	Network Security Administrator	140	C43-1
09-36	Midmanagement	Add	Operations Manager	554	C52-1
09-37	Midmanagement	Delete	Maintenance Supervisor	724	C43-1
09-37	Midmanagement	Add	Water Maintenance Supervisor	724	C43-1
09-37	Midmanagement	Add	Wastewater Maintenance Supervisor	723	C43-1
09-38	General	Add	Sustainability Technician	733	B24-2

## Exhibit B – November 23, 2009

### New Hires – Reporting Period 8/24/09 – 10/18/09

Eligibility List #	Name	Classification	Hire Date	MOU
3321	Elliot, Margarete	GIS Technician	8/31/2009	30 Public Works
3320	McCaffrey, Erin	Forensic Specialist I	9/8/2009	21 Police
3325	Kibrom, Hiwot	Dental Assistant	9/8/2009	18 Health
3324	Sona, Jessica	Dental Hygienist	9/8/2009	18 Health
3304	Berg, Elizabeth	Library Assistant	9/14/2009	28 Library
3319	Barrett, James	Criminal Analyst	9/8/2009	21 Police
3326	Scherbring, Kara	Purchasing Specialist	9/21/2009	10 Finance
3289	Boadwine, Craig	Parts Worker	10/5/2009	77 Water Rec

### Off Probation – Entrance Reporting Period – 8/24/09 – 10/18/09

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3264	Lund, Michael	Water Operator	8/25/2008	75 Water Pur	8/25/2009
3241	Farsdale, Ryan	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Cross, Michael	firefighter	9/8/2008	15 Fire	9/8/2009
3241	McManigal, Jason	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Wallace, David	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Bivens, Anthony	firefighter	9/8/2008	15 Fire	9/8/2009
3241	Douglas, Matthew	firefighter	9/8/2008	15 Fire	9/8/2009
3265	Meyers-Kopp, Desiree	Recreation Program Specialist	9/8/2008	64 Park	9/8/2009
3269	Johnston, Daniel	Library Assistant	9/29/2008	28 Library	9/29/2009
3268	Schnaible, Matthew	Technical Support Specialist	9/22/2008	16 Central Services	9/22/2009
3269	Gorter, Valerie	Library Assistant	10/6/2008	28 Library	10/6/2008

## Exhibit B – November 23, 2009

### Promotions - Reporting Period - 8/24/09 - 10/18/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3323	Schnaible, Matthew	8/24/2009	Technical Support Specialist	16 Central Services	Application Support Analyst	16 Central Services
3322	Hein, Dan	9/7/2009	Engineering Technician	14 Engineering	Housing Inspector	25 Planning/Bldg Services
3332	Des Lauriers, Jeffrey	10/5/2009	Principal Engineer	14 Engineering	Asst City Engineer	14 Engineering

### Off Probation - Promotional Reporting Period – 8/24/09 - 10/18/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3301	Fries, Michael	3/9/2009	Park Service Worker	64 Park	Park Caretaker	64 Park	9/9/09
3259	Petersen, David	3/9/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	9/9/09

### Transfers - Reporting Period – 8/24/09 – 10/18/09

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

### Off Probation - Transfers - Reporting Period – 8/24/09 - 10/18/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3302	Top, Michael	3/23/2009	Firefighter	15 Fire	Fire Inspector Civilian	15 Fire	9/23/09

### Reassignments - Chapter 30/Reclassifications Reporting Period - 8/24/09- 10/18/09

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Schultz, Carla	10/5/2009	Technical Clerk	Fire	Fire Records Technician	Fire

## Exhibit B – November 23, 2009

### Resignations - Reporting Period - 8/24/09 – 10/18/09

Name	Date	Hire Date	MOU	Classification	Retirement
Christians, Lee	8-24-09	3-31-08	21 Police	Police Officer	No
Wilson, Douglas	8-30-09	11-2-87	15 Fire	Fire Apparatus Operator	Yes
Dubbelde, Keith	9-4-09	5-1-95	77 Water Reclamation	Wastewater Operator	No
Swanson, Briana	10-2-09	5-16-05	64 Park	Park Service Worker	No
Gordy, Rhonda	10-9-09	2-2-04	18 Health	Dental Assistant	No
Wolfe, Mark	10-15-09	5-11-81	15 Fire	Fire Captain	Yes
Gamber, Royal	10-16-09	12-23-02	18 Health	Environmental Health Specialist (Cert)	Yes
Janssen, Randall	10-16-09	11-5-79	75 Water Purification	Water Superintendent	Yes
Langner, Richard	10-16-09	2-11-80	33 Street Maintenance	Utilities System Worker	Yes
Richardson, Maureen	10-16-09	4-6-87	10 Finance	Administrative Assistant	Yes

### Resignations/Dismissals within Probation Period Reporting Period – 8/24/09 – 10/18/09

Name	Termination Date	Hire Date	MOU	Classification
Henle-Lambertz, Marti	9-4-09	12-29-08	77 Water Reclamation	Parts Worker
Long, Adam	9-17-09	12-8-08	21 Police	Police Officer

### Return to Civil Service Reporting Period – 8/24/09 – 10/18/09

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