

City of Sioux Falls
Civil Service Board
MINUTES

January 6, 2010
Human Resources Conference Room

MEMBERS PRESENT: Hinton, Hitzemann, Moore and Ohme

MEMBERS ABSENT: None

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

- 1) The meeting was called to order at 12:20 p.m. on January 6, 2010.
- 2) **A motion was made by Ohme and seconded by Hitzemann to approve the minutes of the November 23, 2009, meeting.** Motion carried unanimously.
- 3) **A motion was made by Hinton and seconded by Ohme to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3338 Wastewater Operator (6 months)
 - b. Entrance Eligibility List 3339 Environmental Health Specialist
 - c. Promo/Transfer Eligibility List 3340 Principal Engineer
 - d. Promo/Transfer Eligibility List 3345 Lead Equipment Operator

Motion carried unanimously.

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

A motion was made by Hinton, seconded by Hitzemann that the Civil Service Board go into Executive Session at 12:29 p.m. A motion was made by Ohme seconded by Hinton to come out of the Executive Session at 12:33 p.m.

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

7) Nomination for 2010 – 2011 chairperson was open for recommendations. **Hitzemann made a motion that James Moore be the chairperson. Hinton seconded the motion and called for the nomination to cease.** 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 Board will meet on Wednesday, March 10, 2010, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:35 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – January 6, 2010, CSB Meeting

1. Advertising: Reporting Period – October 26, 2009 – December 7, 2009

Operations Manager
Registered Nurse

Lead Equipment Operator
Application Support Analyst

2. Eligibility List – Reporting Period – October 22, 2009 - December 15, 2009

3338	ENTRANCE	WASTEWATER OPERATOR	22-Jan-10
3339	ENTRANCE	ENVIRONMENTAL HEALTH SPEC.	28-Jan-10
3340	PROMO/TRANS	PRINCIPAL ENGINEER	9-Feb-10
3341	ENTRANCE	NETWORK SECURITY ADMINISTRATOR	13-Feb-10
3342	PROMO/TRANS	NETWORK SECURITY ADMINISTRATOR	13-Feb-10
3343	ENTRANCE	POLICE OFFICER	7-Dec-09
3344	PROMO/TRANS	OPERATIONS MANAGER	4-Mar-10
3345	PROMO/TRANS	LEAD EQUIPMENT OPERATOR	15-Mar-10

Exhibit A Section 3 – January 6, 2010, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
09-40	Midmanagement	Delete	Inspection Field Coordinator	505	C43-1
09-40	Midmanagement	Delete	Assistant Director of Planning and Building Services	032	D61-1
09-40	Midmanagement	Add	Assistant Director of Planning and Zoning	032	D61-1
09-40	Midmanagement	Delete	Chief Building Services Official	079	C52-1
09-40	Midmanagement	Add	Chief Building Services Official	079	D61-1
09-40	Midmanagement	Add	Chief Building Inspector	406	C51-1
09-40	Midmanagement	Add	Chief Electrical Inspector	407	C51-1
09-40	Midmanagement	Add	Chief Mechanical Inspector	408	C51-1
09-40	Midmanagement	Add	Chief Plumbing Inspector	409	C51-1

Exhibit B – January 6, 2010

New Hires – Reporting Period 10/19/09 – 12/27/09

Eligibility List #	Name	Classification	Hire Date	MOU
3325	Moore, Heather	Dental Assistant	10/19/2009	18 Health
rehire	Voth, Kristian	Firefighter	11/2/2009	15 Fire
3334	Stulken, Kimberly	Employment Specialist	11/9/2009	7 Human Resources
3318	Voigt, Jonathan	Utilities System Worker	11/9/2009	33 Street
3333	Olofson, Leon	Traffic Devices Service Worker	11/16/2009	33 Street
3338	Baker, Robert	Wastewater Operator	12/7/2009	77 Water Reclamation
3339	Hjermstad, Joey	Environmental Health Specialist	11/30/2009	18 Health
3343	Hansen, Ryan	Police Officer	12/7/2009	21 Police
3343	Beltman, Travis	Police Officer	12/7/2009	21 Police
3343	Brown, Dustin	Police Officer	12/7/2009	21 Police
3338	Greenwood, Philip	Wastewater Operator	12/7/2009	77 Water Reclamation
3327	Hansen, Dustin	Landfill Gas Supervisor	12/14/2009	66 Landfill

Off Probation – Entrance Reporting Period – 10/19/09 – 12/27/09

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3272	Johns, Sarah	Social Worker	10/20/2008	18 Health	10/20/2009
3269	Dykstra, Kiesha	Library Assistant	10/20/2008	28 Library	10/20/2009
3279	Thorson, Palmer	Building Maintenance Worker	11/24/2008	11 Facilities Mgmt	11/24/2009
3286	Cook, Mathew	Police Officer	12/8/2008	21 Police	12/8/2009
3286	Jasso, Christopher	Police Officer	12/8/2008	21 Police	12/8/2009
3286	Mihajlovic, Danijel	Police Officer	12/8/2008	21 Police	12/8/2009
3286	Schwaegerl, Nicholas	Police Officer	12/8/2008	21 Police	12/8/2009
3286	Van Dyke, Brant	Police Officer	12/8/2008	21 Police	12/8/2009
3285	Nelson, Matthew	Public Parking Facilities Manager	12/15/2008	65 Public Parking	12/15/2009
3273	Holsen, Reid	Human Resources Manager	12/15/2008	07 Human Resources	12/15/2009

Exhibit B – January 6, 2010

Promotions - Reporting Period - 10/19/09 – 12/27/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3316	Ward, Kendall	10/19/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3335	Anderson, Gregory	10/19/2009	Operations Supervisor	75 Water Pur	Water Superintendent	75 Water Pur
3331	Duprey, John	10/26/2009	Police Officer	21 Police	Police Sergeant	21 Police
3342	Healy, Jon	11/16/2009	Application Support Analyst	16 IT	Network Security Admin	16 IT
3316	Mulder, Wade	11/16/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3331	Gries, Keith	11/30/2009	Police Officer	21 Police	Police Sergeant	21 Police
3340	Philips, Weston	11/30/2009	Civil Engineer (PE)	14 Engineering	Principal Engineer	14 Engineering
3344	Graverson, Gavin	12/14/2009	Lead Water Operator	75 Water Pur	Operations Manager	75 Water Pur

Off Probation - Promotional Reporting Period – 10/19/09 – 12/27/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3259	Sona, Kevin	4/20/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	10/20/09
3298	Rypkema, Brian	5/4/2009	Park Service Worker	64 Park	Equipment Operator	33 Street	11/4/09

Transfers - Reporting Period – 10/19/09 – 12/27/09

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

Off Probation - Transfers - Reporting Period – 10/19/09 – 12/27/09

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
	Ausen, Shannon	6/1/2009	Assistant City Engineer	14 Engineering	Civil Engineer PE	14 Engineering	12/1/09

Reassignments - Chapter 30/Reclassifications Reporting Period - 10/19/09 – 12/27/09

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Bell, Ronald	10/19/2009	Chief Bldg Services Ofcr (352)	25 Bldg Services	Chief Bldg Services Ofcr (461)	25 Bldg Services
Anderson, Melissa	11/2/2009	Technical Clerk	25 Bldg Services	Building Services Aide	25 Bldg Services

Exhibit B – January 6, 2010

Resignations - Reporting Period - 10/19/09 – 12/27/09

Name	Date	Hire Date	MOU	Classification	Retirement
Stroman, Scott	10-23-09	9-12-94	21 Police	Police Sergeant	No
Mundahl, Brian	10-28-09	7-24-03	21 Police	Police Officer	No
Collins, Michael	11-15-09	12-17-84	15 Fire	Fire Captain	Yes
Egert, Gregory	11-23-09	5-16-88	33 Street	Lead Equipment Operator	Yes
Blades, David	11-26-09	3-20-78	21 Police	Police Sergeant	Yes
Peters, Brian	11-27-09	8-29-83	15 Fire	Fire Apparatus Operator	Yes
Schneider, Albert	11-27-09	5-11-81	21 Police	Police Officer	Yes
Potts, Dana	12-16-09	11-25-02	16 IT	Application Support Analyst	No

Resignations/Dismissals within Probation Period Reporting Period – 10/19/09 – 12/27/09

Name	Termination Date	Hire Date	MOU	Classification	Resignation	Dismissal
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None to report.

Return to Civil Service Reporting Period – 10/19/09 – 12/27/09

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