

City of Sioux Falls
Civil Service Board
MINUTES

September 20, 2010
Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hinton, Hitzemann and Moore

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:15 p.m. on September 20, 2010.
- 2) **A motion was made by Hitzemann seconded by Hinton to approve the minutes of the July 26, 2010, meeting.** Motion carried unanimously.
- 3) **There were no eligibility lists to extend at this time.**
- 4) **A motion was made by Grevlos, 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 Hitzemann to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Hitzemann, seconded by Grevlos that the Civil Service Board go into Executive Session at 12:28 p.m. A motion was made by Grevlos, seconded by Hinton to come out of the Executive Session at 12:35 p.m.
- 6) **A motion was made by Hitzemann, seconded by Hinton 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 Hinton and Grevlos seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, November 3, 2010, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:38 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – September 20, 2010, CSB Meeting

1. Advertising: Reporting Period – June 30, 2010 – August 30, 2010

Police Records Clerk	Lead Water Operator
Police Lieutenant	Police Sergeant
Operations Supervisor	Mechanic
Technical Clerk/Fleet	

2. Eligibility List – Reporting Period – July 1, 2010 – July 21, 2010

3371	ENTRANCE	CUSTODIAL WORKER	1-Oct-10
3372	PROMO/TRANS	RECREATION MANAGER	13-Oct-10
3373	PROMO/TRANS	POLICE RECORDS CLERK	21-Jul-10

Exhibit A Section 3 – September 20, 2010, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
10-30	Midmanagement	Add	Assistant Director of Planning and Building Services	003	D72-1
10-30	Midmanagement	Delete	Assistant Director of Planning and Zoning	032	D61-1
10-30	Midmanagement	Add	Chief Planning and Zoning Official	031	D61-1

Exhibit B – September 20, 2010

New Hires – Reporting Period 6/28/10 – 9/5/10

Eligibility List #	Name	Classification	Hire Date	MOU
3368	Flanders, Melinda	Patient Support Technician	6/28/2010	18 Health
3371	Sechser, Edward	Custodial Worker	7/26/2010	77 Water Rec
3374	Deschepper, Michelle	Police Officer	8/9/2010	21 Police
3374	Velasquez, Rene	Police Officer	8/9/2010	21 Police
3374	Dalton, Joel	Police Officer	8/9/2010	21 Police
3374	Johnson, Kyle	Police Officer	8/9/2010	21 Police
3374	Lessin, Andrew	Police Officer	8/9/2010	21 Police
3374	Mack, Clinton	Police Officer	8/9/2010	21 Police
3374	Thelen, Daniel	Police Officer	8/9/2010	21 Police

Off Probation – Entrance Reporting Period – 6/28/10 – 9/5/10

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3297	Heesch, Arlen	Equipment Operator	7/6/2009	33 Street	7/6/2010
3315	Van Briesen, Timothy	Htg/Cooling Maintenance Mechanic	7/6/2009	11 Facilities Mgmt	7/6/2010
3314	Traupel, Nicholas	Engineering Technician/Apprent.	7/13/2009	14 Engineering	7/13/2010
3287	Hansen, Todd	Traffic Devices Service Worker	7/27/2009	33 Street	7/27/2010
3317	Bentz, Wade	Application Support Analyst	8/10/2009	16 Central Services	8/10/2010
3318	Runge, Bryan	Utilities System Worker	8/10/2009	33 Street	8/10/2010
3321	Elliot, Margarette	GIS Technician	8/31/2009	30 Public Works	8/31/2010

Exhibit B – September 20, 2010

Promotions - Reporting Period - 6/28/10 - 9/5/10

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3373	West, Shauna	7/26/2010	Word Processor	21 Police	Police Records Clerk	21 Police
3372	Luther, Alicia	8/9/2010	Recreation Program Coordinator	64 Park	Recreation Manager	64 Park
3370	Baier, Andrew	8/9/2010	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3370	Dirksen, Harlan	8/9/2010	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3370	Strom, Reed	8/9/2010	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3331	Hatcher, Lon	8/23/2010	Police Officer	21 Police	Police Sergeant	21 Police
3330	Smidt, Galen	8/23/2010	Police Sergeant	21 Police	Police Lieutenant	21 Police

Off Probation - Promotional Reporting Period – 6/28/10 - 9/5/10

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3253	Helm, Jeffery	12/28/2009	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire	6/28/10
3345	Schaaf, Benjamin	1/11/2010	Equipment Operator	33 Street	Lead Equipment Operator	33 Street	7/11/10

Transfers - Reporting Period – 6/28/10 – 9/5/10

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

None to report.

Off Probation - Transfers - Reporting Period – 6/28/10 - 9/5/10

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

None to report.

Reassignments - Chapter 30/Reclassifications Reporting Period - 6/28/10 - 9/5/10

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Rhinehart, Todd	6/28/2010	Environmental Health Spec	18 Health	Environmental Health Spec (cert)	18 Health
Smith, Kevin	7/26/2010	Asst Director of Public Works	30 Public Works	Asst Director of Planning & Bldg Svs	25 Planning & Bldg Serv

Exhibit B – September 20, 2010

Resignations - Reporting Period - 6/28/10 – 9/5/10

Name	Date	Hire Date	MOU	Classification	Retirement
Nyhus, Todd	5-13-10	1-27-86	21 Police	Police Officer	Yes
Carlson, Dianna	7-12-10	8-28-05	21 Police	Police Records Clerk	Yes
Olson, Thomas	7-16-10	7-31-89	21 Police	Police Lt	Yes
Johnston, Daniel	7-31-10	9-29-08	28 Library	Library Assistant	No
Thoreson, Randy	8-10-10	2-27-89	15 Fire	Fire Apparatus Operator	Yes
Johnson, Steven	8-20-10	1-23-78	64 Park	Park Caretaker	Yes
Dykstra, Karisa	8-24-10	4-6-09	28 Library	Library Assistant	No
Headley, Jan	8-27-10	6-15-98	51 Fleet	Technical Clerk	No

Resignations/Dismissals within Probation Period Reporting Period – 6/28/10 – 9/5/10

Name	Termination Date	Hire Date	MOU	Classification
Stahlke, Michael	6-30-10	4-26-10	21 Police	Police Officer
Olofson, Leon	8-13-10	11-16-09	33 Street Maintenance	Traffic Devices Service Worker

Return to Civil Service Reporting Period – 6/28/10 – 9/5/10

Name	Date	Former Classification	New Classification	New MOU
Hall, Michael	6/28/2010	Director of Central Services	16 Central Services	Risk & Emergency Manager
Bartunek, Randy	6/28/2010	Director of CD/Public Parking	60 Comm Dev	Community Development Manager