

City of Sioux Falls  
Civil Service Board  
*MINUTES*

May 4, 2011

Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hinton and Hitzemann

MEMBERS ABSENT: Moore

STAFF PRESENT: Hannestad, Holsen and O'Toole

1) The meeting was called to order at 12 p.m. on May 4, 2011.

2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the March 2, 2011, meeting.** Motion carried unanimously.

3) **A motion was made by Grevlos and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**

- a. Entrance Eligibility List 3410 Landfill Scale Operator (6 months)
- b. Entrance Eligibility List 3412 Clinical Data Manager
- c. Entrance Eligibility List 3414 Equipment Operator (Parks)
- d. Promo/Transfer Eligibility List 3415 Equipment Operator (Parks)
- e. Entrance Eligibility List 3418 Equipment Operator (Street)
- f. Promo/Transfer Eligibility 3419 Equipment Operator (Street)

Motion carried unanimously.

4) **A motion was made by Hitzemann, seconded by Grevlos 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 Grevlos, 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 enter Executive Session to discuss personnel issues at 12:06 p.m. A motion was made by Grevlos, seconded by Hitzemann to exit Executive Session at 12:07 p.m.**

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

Melissa Hinton was acknowledged for her 10 years of service on the Civil Service Board.

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

The Board will meet on Wednesday, July 13, 2011, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:10 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

## Exhibit A – May 4, 2011, CSB Meeting

### 1. Advertising: Reporting Period – February 22, 2011 – April 4, 2011

Fire Records Technician	Laborer
Vehicle/Equipment Service Worker	Chief Plumbing Inspector
Wastewater Superintendent	Lead Building Maintenance Worker
Webmaster	Application Support Analyst
Plumbing Inspector	

### 2. Eligibility List – Reporting Period – February 18, 2011 – April 7, 2011

3409	PROMO/TRANS	UTILITY OPERATIONS ADMINISTRATOR	18-May-11
3410	ENTRANCE	LANDFILL SCALE OPERATOR	3-Jun-11
3411	ENTRANCE	UTILITY OPERATIONS ADMINISTRATOR	18-May-11
3412	ENTRANCE	CLINICAL DATA MANAGER	17-Jun-11
3413	PROMO/TRANS	CLINICAL DATA MANAGER	17-Jun-11
3414	ENTRANCE	EQUIPMENT OPERATOR (PARKS)	24-Jun-11
3415	PROMO/TRANS	EQUIPMENT OPERATOR (PARKS)	24-Jun-11
3416	ENTRANCE	VEHICLE EQUIP SERVICE WORKER	24-Jun-11
3417	PROMO/TRANS	CHIEF PLUMBING INSPECTOR	1-Jul-11
3418	ENTRANCE	EQUIPMENT OPERATOR (STREET)	5-Jul-11
3419	PROMO/TRANS	EQUIPMENT OPERATOR (STREET)	5-Jul-11
3420	PROMO/TRANS	WASTEWATER SUPERINTENDENT	6-Jul-11
3421	ENTRANCE	FIRE RECORDS TECHNICIAN	7-Jul-11

## **Exhibit A Section 3 – May 4, 2011, CSB Meeting**

### **3. Classification Plan Amendments**

None to report.

## Exhibit B – May 4, 2011

### New Hires – Reporting Period 2/21/11 – 4/17/11

Eligibility List #	Name	Classification	Hire Date	MOU
3395	Thomas, Carry	Recreation Program Coordinator	2/28/2011	64 Park
9235	Moran, Colleen	Assistant City Attorney	2/28/2011	06 Attorney
3353	Wall, Andrew	Firefighter	3/21/2011	15 Fire
3353	Nusbaum, Adam	Firefighter	3/21/2011	15 Fire
3353	Olson, Michael	Firefighter	3/21/2011	15 Fire
3353	Vanden Top, Matthew	Firefighter	3/21/2011	15 Fire
3353	Kurvink, Nicholas	Firefighter	3/21/2011	15 Fire
3353	Van Beek, Rachel	Firefighter	3/21/2011	15 Fire
3353	Koolmo, Graham	Firefighter	3/21/2011	15 Fire
3353	Welch, Justin	Firefighter	3/21/2011	15 Fire
3353	Alvey, Jon	Firefighter	3/21/2011	15 Fire
3416	Radack, Zachary	Vehicle/Equipment Service Worker	4/4/2011	51 Fleet

## Exhibit B – May 4, 2011

### Off Probation – Entrance Reporting Period – 2/21/11 – 4/17/11

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3350	Putzier, Corey	Application Support Analyst	2/22/2010	16 Central Services	2/22/2011
3349	Hartig, Erin	Registered Nurse	2/22/2010	18 Health	2/22/2011
3349	Bly, Megan	Registered Nurse	2/22/2010	18 Health	2/22/2011
3350	Johnson, Kelsi	Application Support Analyst	3/8/2010	16 Central Services	3/8/2011
3354	Girton, Laura	Dental Assistant	3/29/2010	18 Health	3/29/2011
3353	Cory, Johnathan	Firefighter	3/22/2010	15 Fire	3/22/2011
3353	Frick, Adam	Firefighter	3/22/2010	15 Fire	3/22/2011
3353	Boden, Andrew	Firefighter	3/22/2010	15 Fire	3/22/2011
3353	Hoekman, Timothy	Firefighter	3/22/2010	15 Fire	3/22/2011
3353	Paszkiwicz, Phillip	Firefighter	3/22/2010	15 Fire	3/22/2011
3353	Willis, Terry	Firefighter	3/22/2010	15 Fire	3/22/2011
3353	Bartz, Eric	Firefighter	3/22/2010	15 Fire	3/22/2011
3350	Pederson, Andrew	Application Support Analyst	3/29/2010	16 Central Services	3/29/2011
3357	Kewley, Thomas	Park Service Worker	4/5/2010	64 Park	4/5/2011

### Promotions - Reporting Period - 2/21/11 - 4/17/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3384	Konechne, Francis	2/21/2011	Vehicle/Equipment Service Wrker	51 Fleet	Mechanic	51Fleet
3409	Lubbers, Trent	3/7/2011	Wastewater Super	77 Water Rec	Utility Operations Admin.	30 Public Works
3408	Johnson, Kelsi	3/21/2011	Application Support Analyst	16 Central Services	Data Center Supervisor	16 Central Services

## Exhibit B – May 4, 2011

### Off Probation - Promotional Reporting Period – 2/21/11 - 4/17/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3331	Hatcher, Lon	8/23/2010	Police Officer	21 Police	Police Sergeant	21 Police	2/23/11

### Transfers - Reporting Period – 2/21/11 – 4/17/11

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

### Off Probation - Transfers - Reporting Period – 2/21/11 - 4/17/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3359	Lynn Blake	9/6/2010	Park Forestry Caretaker	64 Park	Park Caretaker	64 Park	3/6/11

### Reassignments - Chapter 30/Reclassifications Reporting Period - 2/21/11 - 4/17/11

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

## Exhibit B – May 4, 2011

### Resignations - Reporting Period - 2/21/11 – 4/17/11

Name	Date	Hire Date	MOU	Classification	Retirement
Felix, Sally	2-25-11	1-21-03	28 Library	Library Director	Yes
Fromm, Sheryl	2-25-11	9-17-01	33 Street	Technical Clerk	No
Luther, Joey	3-1-11	7-23-84	15 Fire	Fire Battalion Chief	Yes
Toboll, Mark	3-31-11	7-5-05	24 Media Services	Web Designer	No
Sauer, Donald	4-11-11	10-25-78	14 Engineering	Engineering Tech II	Yes
Bartunek, Randy	4-15-11	11-7-83	60 Community Development	Community Development Manager	No
Phillips, Al	4-15-11	1-27-86	21 Police	Police Officer	Yes

### Resignations/Dismissals within Probation Period Reporting Period – 2/21/11 – 4/17/11

Name	Termination Date	Hire Date	MOU	Classification
Wilson, Lucinda	2-25-11	12-13-10	14 Engineering	Technical Clerk
Walz, Wade	3-28-11	2-7-11	15 Fire	Fire Inspector – Civilian

### Return to Civil Service Reporting Period – 2/21/11 – 4/17/11

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