

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

January 5, 2011

Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hitzemann and Moore

MEMBERS ABSENT: Hinton

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:18 p.m. on January 5, 2011.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the November 3, 2010, 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 3383 Mechanic
  - b. Promo/Transfer Eligibility List 3384 Mechanic
  - c. Entrance Eligibility List 3385 Library Assistant
  - d. Entrance Eligibility List 3386 Sustainability Technician
  - e. Promo/Transfer Eligibility List 3387 Sustainability Technician
  - f. Entrance Eligibility List 3388 Publishing Specialist (6 months)
  - g. Entrance Eligibility List 3391 Technical Clerk – Engineering (3 months)
  - h. Promo/Transfer Eligibility List 3393 Fire Marshal

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.

Appointed hearing panel for January 21, 2011, are Hinton, Hitzemann and Moore (chair). **A motion was made by Hitzemann, seconded by Grevlos to approve the hearing panel.** Motion carried unanimously.

**A motion was made by Grevlos, seconded by Hitzemann that the Civil Service Board goes into Executive Session at 12:27 p.m. A motion was made by Hitzemann seconded by Grevlos to come out of the Executive Session at 12:52 p.m.**

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

7) **A motion was made by Hitzemann, seconded by Grevlos to authorize the chair of hearing panel scheduled for January 21, 2011, to rule on the appellant's motion for an order compelling discovery.** Motion carried unanimously.

8) Nomination for 2011 – 2012 chairperson was open for recommendations. **Hitzemann made a motion that James Moore be the chairperson. Grevlos seconded the motion and called for the nomination to cease.** Motion carried unanimously.

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

The Board will meet on Wednesday, March 2, 2011, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:54 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

## Exhibit A – January 5, 2011, CSB Meeting

**1. Advertising: Reporting Period – October 18, 2010 – December 19, 2010**

|  |  |
|--|--|
| Zoning Enforcement Officer<br>Recreation Program Coordinator<br>Wastewater Operator<br>Building Maintenance Worker<br>Police Officer<br>Special Projects Manager | Technical Clerk – Engineering<br>Risk Specialist<br>Water Service Technician<br>Clinic Lab Aide<br>Data Center Supervisor<br>Assistant City Attorney-Human Relations<br>Division |
|--|--|

**2. Eligibility List – Reporting Period – October 18, 2010 – December 2, 2010**

|      |             |                                   |           |
|------|-------------|-----------------------------------|-----------|
| 3383 | ENTRANCE    | MECHANIC                          | 18-Jan-11 |
| 3384 | PROMO/TRANS | MECHANIC                          | 18-Jan-11 |
| 3385 | ENTRANCE    | LIBRARY ASSISTANT                 | 22-Jan-11 |
| 3386 | ENTRANCE    | SUSTAINABILITY TECHNICIAN         | 5-Feb-11  |
| 3387 | PROMO/TRANS | SUSTAINABILITY TECHNICIAN         | 5-Feb-11  |
| 3388 | ENTRANCE    | PUBLISHING SPECIALIST             | 9-Feb-11  |
| 3389 | ENTRANCE    | ASST DIRECTOR OF PUBLIC HEALTH/OP | 23-Feb-11 |
| 3390 | PROMO/TRANS | ASST DIRECTOR OF PUBLIC HEALTH/OP | 23-Feb-11 |
| 3391 | ENTRANCE    | TECHNICAL CLERK - ENGINEERING     | 23-Feb-11 |
| 3393 | PROMO/TRANS | FIRE MARSHAL                      | 2-Mar-11  |

## Exhibit A Section 3 – January 5, 2011, 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>    |
|-------------|-----------------|---------------|---|-----------------|-----------------|
| 10-39       | Midmanagement   | Delete        | Risk and Emergency Manager                      | 926             | C52-1           |
| 10-39       | Midmanagement   | Delete        | Records Coordinator                             | 028             | C42-1           |
| 10-39       | Midmanagement   | Add           | Emergency Manager                               | 200             | C52-1           |
| 10-30       | Midmanagement   | Add           | Risk Manager                                    | 927             | C52-1           |
| 10-40       | Midmanagement   | Add           | Emergency Medical Quality Assurance Coordinator | 049             | C42-1           |
| 10-41       | General         | Add           | Lead Water Operator (Certified)                 | 726/<br>727     | B31-<br>2/B32-2 |
| 10-41       | General         | Delete        | Lead Water Operator                             | 727             | B32-2           |
| 10-41       | General         | Add           | Lead Wastewater Operator (Certified)            | 731/<br>732     | B31-<br>2/B32-2 |
| 10-41       | General         | Delete        | Lead Wastewater Operator                        | 732             | B32-2           |
| 10-43       | Appointed       | Add           | Special Projects Manager                        | 025             | C52-8           |
| 10-44       | Appointed       | Add           | Add Salary Scale for Appointed Employees        |                 |                 |

## Exhibit B – January 5, 2011

### New Hires – Reporting Period 10/18/10 – 12/26/10

| Eligibility List # | Name              | Classification        | Hire Date  | MOU               |
|--------------------|-------------------|-----------------------|------------|-------------------|
| 3375               | Hochstein, Penny  | Word Processor        | 11/1/2010  | 21 Police         |
| 3375               | Munce, Susan      | Word Processor        | 11/1/2010  | 21 Police         |
| 3381               | Bobeldyk, Cynthia | Technical Clerk       | 11/1/2010  | 51 Fleet          |
| 3383               | Haugen, Bradley   | Mechanic              | 11/1/2010  | 51 Fleet          |
| 3385               | Wixon, Angie      | Library Assistant     | 11/15/2010 | 28 Library        |
| 3382               | Bengford, Paul    | Asst City Attorney    | 11/15/2010 | 06 Attorney       |
| 3357               | Brinkman, Joshua  | Park Service Worker   | 11/29/2010 | 64 Park           |
| 3380               | Hierholzer, Mark  | Operations Supervisor | 11/29/2010 | 77 Water Rec      |
| 3388               | Ahlers, Tyler     | Publishing Specialist | 12/13/2010 | 24 Media Services |
| 3391               | Wilson, Lucinda   | Technical Clerk       | 12/13/2010 | 14 Engineering    |

### Off Probation – Entrance Reporting Period – 10/18/10 – 12/26/10

| Eligibility List # | Name              | Classification                  | New Hire   | MOU          | Date Probation Completed |
|--------------------|-------------------|---------------------------------|------------|--------------|--------------------------|
| 3325               | Moore, Heather    | Dental Assistant                | 10/19/2009 | 18 Health    | 10/19/2010               |
| 3334               | Stulken, Kimberly | Employment Specialist           | 11/9/2009  | 7 HR         | 11/9/2010                |
| 3318               | Voigt, Jonathan   | Utilities System Worker         | 11/9/2009  | 33 Street    | 11/9/2010                |
| 3338               | Baker, Robert     | Wastewater Operator             | 12/7/2009  | 77 Water Rec | 12/7/2010                |
| 3339               | Hjermstad, Joey   | Environmental Health Specialist | 11/30/2009 | 18 Health    | 11/30/2010               |
| 3343               | Hansen, Ryan      | Police Officer                  | 12/7/2009  | 21 Police    | 12/7/2010                |
| 3343               | Beltman, Travis   | Police Officer                  | 12/7/2009  | 21 Police    | 12/7/2010                |
| 3343               | Brown, Dustin     | Police Officer                  | 12/7/2009  | 21 Police    | 12/7/2010                |
| 3338               | Greenwood, Philip | Wastewater Operator             | 12/7/2009  | 77 Water Rec | 12/7/2010                |
| 3327               | Hansen, Dustin    | Landfill Gas Supervisor         | 12/14/2009 | 66 Landfill  | 12/14/2010               |

## Exhibit B – January 5, 2011

### Promotions - Reporting Period - 10/18/10 - 12/26/10

| Eligibility List # | Name             | Date Promoted | Former Classification      | MOU            | New Classification                 | New MOU        |
|--------------------|------------------|---------------|----------------------------|----------------|------------------------------------|----------------|
| 3378               | Odden, Elizabeth | 10/18/2010    | Technical Clerk            | 14 Engineering | Engineering Document Control Clerk | 14 Engineering |
| 3379               | McDonald, Rex    | 10/18/2010    | Park Service Worker        | 64 Park        | Park Forestry Caretaker            | 64 Park        |
| 3377               | Nyberg, Aaron    | 11/1/2010     | Police Officer             | 21 Police      | Police Sergeant                    | 21 Police      |
| 3377               | Colwill, Michael | 11/29/2010    | Police Officer             | 21 Police      | Police Sergeant                    | 21 Police      |
| 3369               | Sona, Kevin      | 11/29/2010    | Fire Apparatus Operator    | 15 Fire        | Fire Captain                       | 15 Fire        |
| 3370               | Medema, Douglas  | 11/29/2010    | Firefighter                | 15 Fire        | Fire Apparatus Operator            | 15 Fire        |
| 3390               | Collura, Alicia  | 12/13/2010    | Clinical Data Manager      | 18 Health      | Asst Director of Public Health Ops | 18 Health      |
| 3393               | Lanier, Dean     | 12/13/2010    | Fire Inspector (civil svc) | 15 Fire        | Fire Marshal (civilian)            | 15 Fire        |

### Off Probation - Promotional Reporting Period – 10/18/10 - 12/26/10

| Eligibility List # | Name              | Date Promoted | Former Classification    | MOU              | New Classification      | New MOU          | Date Completed |
|--------------------|-------------------|---------------|--------------------------|------------------|-------------------------|------------------|----------------|
| 3359               | Feltman, Jon      | 4/19/2010     | Park Service Worker      | 64 Park          | Park Caretaker          | 64 Park          | 10/19/10       |
| 3365               | Horn, Brian       | 5/3/2010      | Water Service Technician | 75 Water Billing | Lead Water Service Tech | 75 Water Billing | 11/3/10        |
| 3331               | Brink, Randall    | 5/17/2010     | Police Officer           | 21 Police        | Police Sergeant         | 21 Police        | 11/17/10       |
| 3316               | Van Reisen, Grant | 5/17/2010     | FAO                      | 15 Fire          | Fire Captain            | 15 Fire          | 11/15/10       |

### Transfers - Reporting Period – 10/18/10 – 12/26/10

| Eligibility List # | Name | Date Transferred | Former Classification | MOU | New Classification | New MOU |
|--------------------|------|------------------|-----------------------|-----|--------------------|---------|
|--------------------|------|------------------|-----------------------|-----|--------------------|---------|

None to report.

### Off Probation - Transfers - Reporting Period – 10/18/10 - 12/26/10

| Eligibility List # | Name         | Date Promoted | Former Classification | MOU               | New Classification | New MOU   | Date Completed |
|--------------------|--------------|---------------|-----------------------|-------------------|--------------------|-----------|----------------|
| 3358               | Sonya Wilson | 4/19/2010     | Parking Patrol        | 65 Public Parking | Technical Clerk    | 33 Street | 10/19/10       |

## Exhibit B – January 5, 2011

### Reassignments - Chapter 30/Reclassifications Reporting Period - 10/18/10 - 12/26/10

| Name            | Date       | Former Classification | Former MOU | New Classification                   | New MOU   |
|-----------------|------------|-----------------------|------------|--------------------------------------|-----------|
| Collura, Alicia | 10/18/2010 | Records Coordinator   | 18 Health  | Clinical Data Manager                | 18 Health |
| Richardson, Amy | 10/18/2010 | Clinical Data Manager | 18 Health  | Public Health Finance & Info Officer | 18 Health |

### Resignations - Reporting Period - 10/18/10 – 12/26/10

| Name               | Date     | Hire Date | MOU                 | Classification                | Retirement |
|--------------------|----------|-----------|---------------------|-------------------------------|------------|
| Hansen, Todd       | 10-29-10 | 7-27-09   | 33 Street           | Traffic Devices System Worker | No         |
| Thorson, Palmer    | 10-29-10 | 11-24-08  | 11 Facilities Mgmt  | Building Maintenance Worker   | No         |
| Koch, Gregory      | 11-12-10 | 3-10-86   | 33 Street           | Lead Utilities System Worker  | Yes        |
| Lambertz, Steven   | 11-26-10 | 4-2-84    | 21 Police           | Police Sgt                    | Yes        |
| Magdziarz, Tristen | 11-26-10 | 2-19-08   | 77 Water Rec        | Wastewater Operator           | No         |
| Volden, Perry      | 11-26-10 | 9-27-82   | 15 Fire             | Fire Marshal – Uniform        | Yes        |
| Winters, Jeff      | 11-26-10 | 2-18-86   | 15 Fire             | Fire Captain                  | Yes        |
| Veen, Norma        | 11-30-10 | 4-7-86    | 15 Fire             | Administrative Assistant      | Yes        |
| Watembach, Monte   | 12-10-10 | 11-13-01  | 16 Central Services | Data Center Supervisor        | No         |

### Resignations/Dismissals within Probation Period Reporting Period – 10/18/10 – 12/26/10

| Name          | Termination Date | Hire Date | MOU       | Classification  |
|---------------|------------------|-----------|-----------|-----------------|
| Downey, April | 11-29-10         | 4-5-10    | 18 Health | Clinic Lab Aide |

### Return to Civil Service Reporting Period – 10/18/10 – 12/26/10

| Name | Date | Former Classification | New Classification | New MOU |
|------|------|-----------------------|--------------------|---------|
|------|------|-----------------------|--------------------|---------|

None to report.