

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

July 18, 2011

Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hitzemann, Moore and Theeler

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:23 p.m. on July 18, 2011.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the May 4, 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 3422 Laborer
  - b. Promo/Transfer Eligibility List 3425 Park Caretaker
  - c. Promo/Transfer Eligibility List 3427 Principal Engineer
  - d. Entrance Eligibility List 3431 Park Service Worker
  - e. Promo/Transfer Eligibility 3433 Custodial Supervisor (6 months)
  - f. Entrance Eligibility List 3435 Technical Clerk – Street/Fleet

Motion carried unanimously.

- 4) **A motion to approve made by Hitzemann, seconded by Theeler to approve the advertising, eligibility lists and classification plan amendments as set forth in Exhibit A except to delete Budget Analyst and Fire Chief from advertising and remove Budget Analyst from the classification plan amendments.** Motion carried unanimously.
- 5) **A motion was made by Theeler, seconded by Hitzemann to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

**A motion was made by Grevlos, seconded by Hitzemann that the Civil Service Board enter Executive Session to discuss personnel issues at 12:33 p.m. A motion was made by Hitzemann seconded by Grevlos to exit the Executive Session at 12:42 p.m.**

6) **A motion was made by Grevlos and seconded by Theeler 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 Hitzemann and Grevlos seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, September 7, 2011, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:43 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

## Exhibit A – July 18, 2011, CSB Meeting

### 1. Advertising: Reporting Period – April 18, 2011 – June 20, 2011

Park Service Worker	LPN
Park Caretaker	Fire Chief
Technical Clerk – Street/Fleet	Custodial Supervisor
Principal Engineer	Budget Analyst
Water Service Technician	Library Associate
Lead Police Records Clerk	Technical Clerk – Health
Lead Utilities System Worker	Custodial Worker
Economic Development Coordinator	

### 2. Eligibility List – Reporting Period – April 26, 2011 – June 8, 2011

3422	ENTRANCE	LABORER	26-Jul-11
3423	ENTRANCE	PLUMBING INSPECTOR	3-Aug-11
3424	ENTRANCE	WEB DESIGNER	13-Aug-11
3425	PROMO/TRANS	PARK CARETAKER	13-Aug-11
3426	ENTRANCE	PRINCIPAL ENGINEER	26-Aug-11
3427	PROMO/TRANS	PRINCIPAL ENGINEER	26-Aug-11
3428	ENTRANCE	LICENSED PRACTICAL NURSE	27-Aug-11
3429	PROMO/TRANS	LICENSED PRACTICAL NURSE	27-Aug-11
3430	PROMO/TRANS	LIBRARY ASSOCIATE	1-Sep-11
3431	ENTRANCE	PARK SERVICE WORKER	27-Aug-11
3432	ENTRANCE	CUSTODIAL SUPERVISOR	2-Sep-11
3433	PROMO/TRANS	CUSTODIAL SUPERVISOR	2-Sep-11
3434	ENTRANCE	APPLICATION SUPPORT ANALYST	6-Sep-11
3435	ENTRANCE	TECHNICAL CLERK/STREET/FLEET	8-Sep-11

## Exhibit A Section 3 – July 18, 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>
11-18	Midmanagement	Add	Custodial Supervisor	286	C41-1
11-20	City Council/Appointive	Add	Budget Analyst	806	
11-26	Midmanagement	Add	Economic Development Manager	231	C52-1
11-26	Midmanagement	Add	Economic Development Coordinator	232	C42-1
11-26	Midmanagement	Delete	Employment Specialist	039	C41-1
11-26	Midmanagement	Add	Employment Specialist	039	C42-1
11-26	General	Delete	Traffic Devices Service Worker/Apprentice	546/ 542	B24/ B21-2
11-26	General	Add	Traffic Signal Technician	545	B31-2
11-26	General	Add	Traffic Sign Technician	546	B24-2
11-26	General	Delete	Apprentice Equipment Operator	710	A13-2
11-26	General	Delete	Heating and Cooling Maintenance Mechanic	584	B24-2

## Exhibit B – July 18, 2011

### New Hires – Reporting Period 4/18/11 – 6/26/11

Eligibility List #	Name	Classification	Hire Date	MOU
3421	Gortmaker, Joy	Fire Records Technician	4/18/2011	15 Fire
3410	Vermillion, Keven	Landfill Scale Operator	5/2/2011	66 Landfill
3403	Ackerman, Michael	Building Maintenance Worker	5/2/2011	15 Fire
3391	Mullinix, Amanda	Technical Clerk	5/16/2011	14 Engineering
3423	Wudel, Daniel	Plumbing Inspector	5/23/2011	25 Planning/Bldg Services
3422	O'Kane, Michael	Laborer	5/16/2011	75 Water Pur
3418	Steuck, Patricia	Equipment Operator	5/16/2011	33 Street
3422	Faris, Jon	Laborer	5/16/2011	77 Water Rec
3385	Clare, Amy	Library Asst	5/16/2011	28 Library
3424	Schulte, Elizabeth	Web Designer	5/31/2011	24 Media Services

## Exhibit B – July 18, 2011

### Off Probation – Entrance Reporting Period – 4/18/11 – 6/26/11

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>New Hire</b>	<b>MOU</b>	<b>Date Probation Completed</b>
3360	Conley, Neilson	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Joffer, Jacob	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Statema, Benjamin	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Reiter, Justin	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Harris, Jacob	Police Officer	4/26/2010	21 Police	4/26/2011
3360	McMahon, Jonathan	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Blankenfeld, Peter	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Syverson, Shawn	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Isais, Moses	Police Officer	4/26/2010	21 Police	4/26/2011
3360	Warren, Nathan	Police Officer	4/26/2010	21 Police	4/26/2011
3357	Studenski, Justin	Park Service Worker	4/19/2010	64 Park	4/19/2011
3366	Palen, Pamela	Technical Clerk	5/3/2010	18 Health	5/3/2011
3352	Knutson, Dena	Civil Engineer	5/17/2010	14 Engineering	5/16/2011
3324	Larsen, Rachel	Dental Hygienist	6/7/2010	18 Health	6/7/2011
3314	Wilcox, Bryan	Engineering Technician	6/1/2010	14 Engineering	6/1/2011
3352	Peppel, Kurt	Civil Engineer (PE)	6/1/2010	14 Engineering	6/1/2011
3363	Jorgenson, Matthew	Crime Lab Manager	6/1/2010	21 Police	6/1/2011
3367	Hills, Kyle	Line Worker	6/21/2010	56 Light	6/21/2011

## Exhibit B – July 18, 2011

### Promotions - Reporting Period - 4/18/11 - 6/26/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3414	Eastman, Dale	4/18/2011	Park Service Worker	64 Park	Equipment Operator	64 Park
3413	Pederson, Andrew	4/18/2011	Appl Support Analyst	16 Central Services	Clinical Data Manager	18 Health
3417	Polly, Mark	4/18/2011	Plumbing Inspector	25 Planning/Bldg Services	Chief Plumbing Inspector	25 Planning/Bldg Services
3359	Mundt, Sara	5/2/2011	Park Service Worker	64 Park	Park Caretaker	64 Park
3420	Perry, Mark	5/2/2011	Principal Engineer	14 Engineering	Wastewater Superintendent	77 Water Rec
3425	Block, Bryce	5/30/2011	Park Service Worker	64 Park	Park Caretaker	64 Park
3369	Smith, Joshua	5/30/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3370	Isaak, Michael	5/30/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3430	Hoffman, Elizabeth	6/13/2011	Library Assistant	28 Library	Library Associate	28 Library

### Off Probation - Promotional Reporting Period – 4/18/11 - 6/26/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3378	Odden, Elizabeth	10/18/2010	Technical Clerk	14 Eng	Engineering Document Ctl Clerk	14 Eng	4/18/11
3379	McDonald, Rex	10/18/2010	Park Service Worker	64 Park	Park Forestry Caretaker	64 Park	4/18/11
3377	Nyberg, Aaron	11/1/2010	Police Officer	21 Police	Police Sergeant	21 Police	5/1/11
3377	Colwill, Michael	11/29/2010	Police Officer	21 Police	Police Sergeant	21 Police	5/29/11
3369	Sona, Kevin	11/29/2010	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	5/29/11
3370	Medema, Douglas	11/29/2010	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	5/29/11

### Transfers - Reporting Period – 4/18/11 – 6/26/11

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

### Off Probation - Transfers - Reporting Period – 4/18/11 - 6/26/11

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

## Exhibit B – July 18, 2011

### Reassignments - Chapter 30/Reclassifications Reporting Period - 4/18/11 - 6/26/11

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Stulken, Kimberly	6/13/2011	Employment Specialist (341)	7 Human Resources	Employment Specialist (342)	7 Human Resources
Beck, Erica	6/13/2011	Community Development Manager (351)	60 Community Development	Economic Development Manager (352)	60 Community Development

### Resignations - Reporting Period - 4/18/11 – 6/26/11

Name	Date	Hire Date	MOU	Classification	Retirement
Kono, Pam	4-21-11	7-12-05	21 Police	Lead Police Records Clerk	No
Fries, Michael	4-22-11	3-12-07	64 Park	Park Caretaker	No
Thompson, Susan	4-28-11	12-10-78	28 Library	Library Associate	Yes
Bossmann, Kay	4-29-11	4-23-01	18 Health	Medical Assistant	Yes
Ohland, Christine	5-5-11	12-3-07	18 Health	Medical Assistant	No
Dunn, Mark	5-10-11	1-14-74	64 park	Park Caretaker	Yes
Hood, Donald	5-20-11	8-23-99	25 Planning/Bldg Services	Chief Plumbing Inspector	Yes
Mundt, Curtis	5-20-11	11-14-88	15 Fire	Bldg Maint Worker	Yes
VanRavenswaay, Darrell	6-1-11	4-20-87	15 Fire	Fire Captain	Yes
Johnson, Lawrence	6-10-11	3-17-80	14 Engineering	Traffic Devices Service Worker	Yes
Palen, Pam	6-10-11	5-3-10	18 Health	Technical Clerk	No
Jarding, James	6-15-11	12-17-84	15 Fire	Fire Battalion Chief	Yes
Britton, William	6-24-11	3-31-80	14 Engineering	Engineering Tech	Yes
Meendering, Monica	6-24-11	4-2-84	21 Police	Police Captain	Yes
Meyers-Kopp, Desiree	6-24-11	9-8-08	64 Park	Recreation Program Specialist	No

## Exhibit B – July 18, 2011

### Resignations/Dismissals within Probation Period Reporting Period – 4/18/11 – 6/26/11

<b>Name</b>	<b>Termination Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Welch, Justin	4-28-11	3-21-11	15 Fire	Fire Fighter
Thomas, Carry	6-9-11	2-28-11	64 Park	Recreation Program Coordinator

### Return to Civil Service Reporting Period – 4/18/11 – 6/26/11

<b>Name</b>	<b>Date</b>	<b>Former Classification</b>	<b>New Classification</b>	<b>New MOU</b>
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None to report.