

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

September 7, 2011  
Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hitzemann and Theeler

MEMBERS ABSENT: Moore

STAFF PRESENT: Hannestad and O'Toole

- 1) The meeting was called to order at 12:00 p.m. on September 7, 2011.
- 2) **A motion was made by Theeler and seconded by Grevlos to approve the minutes of the July 18, 2011, meeting.** Motion carried unanimously.
- 3) **A motion was made by Theeler and seconded by Grevlos to extend the current eligibility lists for nine months or as requested for the following positions:**
  - a. Entrance Eligibility List 3437 Water Service Technician (6 months)
  - b. Promo/Transfer Eligibility List 3441 Lead Utilities System Worker (6 months)
  - c. Entrance Eligibility List 3442 Economic Development CoordinatorMotion carried unanimously.
- 4) **A motion was made by Grevlos, seconded by Theeler 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 Theeler, seconded by Grevlos to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

**A motion was made by Grevlos , seconded by Theeler that the Civil Service Board enter Executive Session to discuss personnel issues at 12:05 p.m. A motion was made by Theeler, seconded by Grevlos to exit Executive Session at 12:21 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 Theeler and Grevlos seconded to adjourn the meeting.** Motion carried unanimously.

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

Meeting was adjourned at 12:23 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

## Exhibit A – September 7, 2011, CSB Meeting

### 1. Advertising: Reporting Period – June 27, 2011 – August 15, 2011

Recreation Program Coordinator	Traffic Sign Technician
Traffic Signal Technician	Fire Captain
Police Captain	Police Lieutenant
Police Sergeant	Lead Landfill Equipment Operator
City Carrier	LPN
Utilities System Worker	Technical Clerk (Police)
Zoning Enforcement Officer	Dental Assistant
Recreation Program Specialist	Water Operator

### 2. Eligibility List – Reporting Period – June 22, 2011 – August 10, 2011

3436	PROMO/TRANS	LEAD POLICE RECORDS CLERK	22-Sep-11
3437	ENTRANCE	WATER SERVICE TECHNICIAN	23-Sep-11
3438	PROMO/TRANS	FIRE INSPECTOR	28-Jun-12
3439	ENTRANCE	TECHNICAL CLERK (HEALTH)	12-Oct-11
3440	PROMO/TRANS	TECHNICAL CLERK (HEALTH)	12-Oct-11
3441	PROMO/TRANS	LEAD UTILITIES SYSTEM WORKER	12-Oct-11
3442	ENTRANCE	ECONOMIC DEVELOPMENT COORD	14-Oct-11
3443	PROMO/TRANS	ECONOMIC DEVELOPMENT COORD	14-Oct-11
3444	ENTRANCE	POLICE OFFICER	22-Jan-13
3445	ENTRANCE	CUSTODIAL WORKER	26-Oct-11
3446	PROMO/TRANS	CUSTODIAL WORKER	26-Oct-11
3447	ENTRANCE	RECREATION PROGRAM COORD	10-Aug-11

## Exhibit A Section 3 – September 7, 2011, CSB Meeting

### 3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
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None to report.

## Exhibit B – September 7, 2011

### New Hires – Reporting Period 6/27/11 – 8/21/11

Eligibility List #	Name	Classification	Hire Date	MOU
3431	Blake, Kyle	Park Service Worker	6/27/2011	64 Park
3431	Ward, Logan	Park Service Worker	6/27/2011	64 Park
3431	Ollerich, Michael	Park Service Worker	6/27/2011	64 Park
3435	Gran, Kristin	Technical Clerk	6/27/2011	33 Street
3426	Johnson, Ryan	Principal Engineer	6/27/2011	14 Engineering
3434	Odens, Scott	Application Support Analyst	7/11/2011	16 Central Services
3434	Williams, Matthew	Application Support Analyst	7/11/2011	16 Central Services
3437	Mews, Jake	Water Service Technician	7/11/2011	75 Water
3428	Rollag, Kerri	LPN	7/18/2011	18 Health
3432	Wood, Patrick	Custodial Supervisor	7/11/2011	11 Facilities Mgmt
3375	Serie, Carol	Word Processor	7/26/2011	21 Police
3439	Songstad, Mackenzie	Technical Clerk	8/8/2011	18 Health
3385	Harris, Emily	Library Asst	8/8/2011	28 Library
3444	Meyer, Jason	Police Officer	8/8/2011	21 Police
3444	Winninger, Jill	Police Officer	8/8/2011	21 Police
3444	Walter, Tate	Police Officer	8/8/2011	21 Police
3444	Buiter, Adam	Police Officer	8/8/2011	21 Police
3444	Rygg, Mychal	Police Officer	8/8/2011	21 Police
3444	Bolen, Justin	Police Officer	8/8/2011	21 Police
3444	Mattson, Joseph	Police Officer	8/8/2011	21 Police

## Exhibit B – September 7, 2011

### Off Probation – Entrance Reporting Period – 6/27/11 – 8/21/11

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3368	Flanders, Melinda	Patient Support Technician	6/28/2010	18 Health	6/28/2011
3371	Sechser, Edward	Custodial Worker	7/26/2010	77 Water Rec	7/26/2011
3374	Deschepper, Michelle	Police Officer	8/9/2010	21 Police	8/9/2011
3374	Velasquez, Rene	Police Officer	8/9/2010	21 Police	8/9/2011
3374	Dalton, Joel	Police Officer	8/9/2010	21 Police	8/9/2011
3374	Johnson, Kyle	Police Officer	8/9/2010	21 Police	8/9/2011
3374	Lessin, Andrew	Police Officer	8/9/2010	21 Police	8/9/2011
3374	Mack, Clinton	Police Officer	8/9/2010	21 Police	8/9/2011

### Promotions - Reporting Period - 6/27/11 - 8/21/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3362	Bukovich, Mark	6/27/2011	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire
3404	Helm, Jeffery	6/27/2011	Fire Battalion Chief	15 Fire	Fire Division Chief	15 Fire
3362	VanEgdom, Edward	6/27/2011	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire
3369	Schneider, Dan	6/27/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3370	Ridge II, John	6/27/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3369	Dykstra, Robert	6/27/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3370	Anderson, Scott	6/27/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3438	Schmidt, Michael	7/11/2011	Firefighter	15 Fire	Fire Inspector Unif.	15 Fire
3436	Hochstein, Penny	7/11/2011	Word Processor	21 Police	Lead Police Records Clerk	21 Police
3370	Mortensen, Bo	7/11/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3441	Moxley, Cody	7/25/2011	Utilities System Worker	75 Water	Lead Utilities System Worker	75 Water
3370	Foster, Rocky	8/8/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire

## Exhibit B – September 7, 2011

### Off Probation - Promotional Reporting Period – 6/27/11 - 8/21/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3369	Clauson, Michael	1/24/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	7/24/11
3370	Vosburg, Bradley	1/24/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	7/24/11
3406	Andersen, Denis	2/7/2011	Wastewater Operator	77 Water Rec	Lead Wastewater Operator	77 Water Rec	8/7/11

### Transfers - Reporting Period – 6/27/11 – 8/21/11

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
na	Maddox, Tyler	7/25/2011	Wastewater Operator	77 Water Rec	Laborer	77 Water Rec

### Off Probation - Transfers - Reporting Period – 6/27/11 - 8/21/11

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

### Reassignments - Chapter 30/Reclassifications Reporting Period - 6/27/11 - 8/21/11

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

### Resignations - Reporting Period - 6/27/11 – 8/21/11

Name	Date	Hire Date	MOU	Classification	Retirement
Anderson, Timothy	7-10-11	6-3-85	15 Fire	Fire Captain	Yes
Mundt, Sheila	7-21-11	2-10-92	24 Media Services	City Carrier	No
Bauerle, Nicole	7-29-11	3-24-08	21 Police	Technical Clerk	No
Klein, Tim	8-1-11	12-17-84	15 Fire	Fire Captain	Yes
Neuharth, Susan	8-2-11	8-13-90	16 Central Services	Custodial Worker	Yes
Pottebaum, Dennis	8-5-11	8-27-84	21 Police	Police Officer	Yes

## Exhibit B – September 7, 2011

### Resignations/Dismissals within Probation Period Reporting Period – 6/27/11 – 8/21/11

<b>Name</b>	<b>Termination Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Faris, Jon	7-22-11	5-16-11	77 Water Rec	Laborer

### Return to Civil Service Reporting Period – 6/27/11 – 8/21/11

<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.