

City of Sioux Falls  
Civil Service Board  
MINUTES

January 11, 2012  
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 12:16 p.m. on January 11, 2012.

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

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

- a. Entrance Eligibility List 3470 Landfill Equipment Operator (6 months)
- b. Promo/Transfer Eligibility List 3471 Landfill Equipment Operator (6 months)
- c. Entrance Eligibility List 3472 Building Maintenance Worker
- d. Entrance Eligibility List 3477 Technical Clerk (Engineering)

Motion 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 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 12:22 p.m. A motion was made by Grevlos, seconded by Theeler to exit Executive Session at 12:42 p.m.

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

7) Nomination for the 2012 – 2013 chairperson was open for recommendations. Hitzemann made a motion that James Moore be the chairperson. Theeler seconded the motion and called for the nomination to cease. Motion carried unanimously.

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

The Board will meet on Wednesday, March 7, 2012, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:45 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – January 11, 2012, CSB Meeting

### 1. Advertising: Reporting Period – October 17, 2011 – December 12, 2011

Principal Engineer	Technical Clerk (Engineering)
Library Associate	Principal Engineer
Engineering Technician	Administrative Assistant
Utilities System Worker	Criminal Analyst
Line Worker	Lead Building Maintenance Worker
Civil Engineer	

### 2. Eligibility List – Reporting Period – October 24, 2011 – December 19, 2011

3470	ENTRANCE	LANDFILL EQUIPMENT OPERATOR	24-Jan-12
3471	PROMO/TRANS	LANDFILL EQUIPMENT OPERATOR	24-Jan-12
		BUILDING MAINTENANCE	
3472	ENTRANCE	WORKER	27-Jan-12
3473	ENTRANCE	POLICE OFFICER	22-Jan-13
3474	PROMO/TRANS	LIBRARY ASSOCIATE	21-Feb-12
3475	ENTRANCE	APPLICATION SUPPORT ANALYST	
3476	PROMO/TRANS	PRINCIPAL ENGINEER	28-Feb-12
3477	ENTRANCE	TECHNICAL CLERK (ENGINEERING)	2-Mar-12
3478	PROMO/TRANS	FIRE BATTALION CHIEF	16-Nov-12
3479	ENTRANCE	ENGINEERING TECHNICIAN	15-Mar-12

## Exhibit A Section 3 – January 11, 2012, 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>
11-49	General	Delete	Medical Transcriptionist	095	A13-2
11-49	General	Add	Coding Technician	096	B24-2
11-49	General	Delete	Billing/Coding Specialist	099	B22-2
11-49	General	Add	Billing Specialist	099	B22-2

## EXHIBIT B – JANUARY 11, 2012

### New Hires – Reporting Period 10/17/11 – 12/25/11

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>Hire Date</b>	<b>MOU</b>
3458	Hubsch, Rebecca	Recreation Program Specialist	10/17/2011	64 Park
3461	VanLaar, Benjamin	Animal Control Officer	10/17/2011	21 Police
3457	Bruns, Zachary	Traffic Sign Technician	10/17/2011	14 Engineering
3467	Hines, Gordon	Water Operator	10/31/2011	75 Water Purification
3470	Brasel, Shawn	Landfill Equipment Operator	10/31/2011	66 Landfill
3463	Cobb, Jacqueline	Registered Nurse (RN)	10/31/2011	18 Health
3360	Bunkers, Bradley	Police Officer	11/14/2011	21 Police
3360	Drummond, Shaun	Police Officer	11/14/2011	21 Police
3360	Konz, James	Police Officer	11/14/2011	21 Police
3459	Berger, Susan	Technical Clerk	11/21/2011	21 Police
3468	Kellen-Anderson, Lisa	Public Health Scientist II	11/14/2011	18 Health
9277	White, Seth	Utilities System Worker	11/28/2011	75 Water Maintenance
3472	Terry, Joseph	Building Maintenance Worker	12/12/2011	65 Public Parking
3437	Tiggelaar, Rollin	Water Service Technician	12/12/2011	75 Water Maintenance

## EXHIBIT B – JANUARY 11, 2012

### Off Probation – Entrance Reporting Period – 10/17/11 – 12/25/11

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>New Hire</b>	<b>MOU</b>	<b>Date Probation Completed</b>
3374	Thelen, Daniel	Police Officer	8/9/2010	21 Police	11/9/2011
3375	Hochstein, Penny	Word Processor	11/1/2010	21 Police	11/1/2011
3375	Munce, Susan	Word Processor	11/1/2010	21 Police	11/1/2011
3381	Bobeldyk, Cynthia	Technical Clerk	11/1/2010	51 Fleet	11/1/2011
3383	Haugen, Bradley	Mechanic	11/1/2010	51 Fleet	11/1/2011
3385	Wixon, Angie	Library Assistant	11/15/2010	28 Library	11/15/2011
3382	Bengford, Paul	Asst City Attorney	11/15/2010	06 Attorney	11/15/2011
3357	Brinkman, Joshua	Park Service Worker	11/29/2010	64 Park	11/29/2011
3380	Hierholzer, Mark	Operations Supervisor	11/29/2010	77 Water Rec	11/29/2011
3388	Ahlers, Tyler	Publishing Specialist	12/13/2010	24 Media Services	12/13/2011

## EXHIBIT B – JANUARY 11, 2012

### Promotions - Reporting Period - 10/17/11 – 12/25/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3462	Fuller, Lisa	10/17/2011	Technical Clerk	14 Eng	Administrative Assistant	60 Comm Dev
3370	Herrboldt, Kent	10/17/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3370	Peterson, Jackson	10/31/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3441	Sisson, Justin	11/14/2011	Utilities System Worker	33 Street	Lead Utilities System Worker	33 Street
3464	Haney, Stevie	11/14/2011	Police Lieutenant	21 Police	Police Captain	21 Police
3465	McIntire, David	11/14/2011	Police Sergeant	21 Police	Police Lieutenant	21 Police
3466	Garden, Jeffrey	11/14/2011	Police Officer	21 Police	Police Sergeant	21 Police
3370	Cox, Ryan	11/28/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3474	Neeves, Daniel	12/12/2011	Library Assistant	28 Library	Library Associate	28 Library
3476	Hoftiezer, Heath	12/12/2011	Civil Engineer (PE)	14 Eng	Principal Engineer	14 Eng

### Off Probation - Promotional Reporting Period – 10/17/11 – 12/25/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3414	Eastman, Dale	4/18/2011	Park Service Worker	64 Park	Equipment Operator	64 Park	10/18/11
3413	Pederson, Andrew	4/18/2011	Appl Support Analyst	16 Central Services	Clinical Data Manager	18 Health	10/18/11
3359	Mundt, Sara	5/2/2011	Park Service Worker	64 Park	Park Caretaker	64 Park	11/2/11
3420	Perry, Mark	5/2/2011	Principal Engineer	14 Engineering	Wastewater Superintendent	77 Water Rec	11/2/11
3425	Block, Bryce	5/30/2011	Park Service Worker	64 Park	Park Caretaker	64 Park	11/30/11
3369	Smith, Joshua	5/30/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	11/30/12
3370	Isaak, Michael	5/30/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	11/30/12
3430	Hoffman, Elizabeth	6/13/2011	Library Assistant	28 Library	Library Associate	28 Library	12/12/11

## EXHIBIT B – JANUARY 11, 2012

### Transfers - Reporting Period – 10/17/11 – 12/25/11

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3469	Trantina, Gail	10/31/2011	Administrative Assistant	75 Water Pur	Technical Clerk	65 Public Parking

### Off Probation - Transfers - Reporting Period – 10/17/11 – 12/25/11

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 - 10/17/11 – 12/25/11

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Belden, Jacquelyn	11/28/2011	Forensic Specialist I	21 Police	Forensic Specialist II	21 Police
Klinetobe, Kili	11/28/2011	Medical Transcriptionist	18 Health	Coding Technician	18 Health

### Separations - Reporting Period - 10/17/11 – 12/25/11

Name	Separation Date	Hire Date	MOU	Classification
Baxter, Martha	10-28-11	9-13-93	28 Library	Library Associate
Johnson, Kimberly	11-1-11	2-18-86	15 Fire	Fire Captain
Barrett, James	11-9-11	9-8-09	21 Police	Criminal Analyst
Dirksen, Steven	11-15-11	1-3-94	15 Fire	Fire Battalion Chief
Campbell, Craig	11-22-11	2-12-96	64 Park	Park Caretaker
Rogers, Joseph	11-22-11	10-24-94	14 Engineering	Drafting Technician
Mousel, Carl	11-25-11	9-22-75	56 Light	Line Worker
VerMulm, Larry	11-25-11	8-1-71	56 Light	Line Worker
Rowe, Steven	11-27-11	2-22-00	21 Police	Police Officer
Buthe, Duane	12-9-11	8-23-04	14 Engineering	Civil Engineer (PE)



**EXHIBIT B – JANUARY 11, 2012**

**Separations within Probation Period  
Reporting Period – 10/17/11 – 12/25/11**

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Bauer, Carrie	12-19-11	1-18-11	18 Health	Clinical Lab Aide

**Return to Civil Service  
Reporting Period – 10/17/11 – 12/25/11**

<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.