

City of Sioux Falls
Civil Service Board
MINUTES

May 9, 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 12:05 p.m. on May 9, 2012.
- 2) **A motion was made by Theeler and seconded by Hitzemann to approve the minutes of the March 7, 2012, meeting.** Motion carried unanimously.
- 3) The Health Department wishes to rescind the original request to extend the eligibility list for Clinic/Lab Aide, entrance, for nine months. As a result, there are no current eligibility lists to extend. No action taken.
- 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 Theeler to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Theeler, seconded by Hitzemann that the Civil Service Board enter Executive Session to discuss personnel issues at 12:10 p.m. A motion was made by Hitzemann, seconded by Grevlos to exit Executive Session at 12:32 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) Having no further business, a motion was made by Theeler and Grevlos seconded to adjourn the meeting. Motion carried unanimously.

The Civil Service Board Members recognized and thanked Cammy Theeler for her invaluable service to the Civil Service Board as this was her last Civil Service Meeting.

The Board will meet on Wednesday, July 11, 2012, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:33 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – May 9, 2012, CSB Meeting

1. Advertising: Reporting Period – February 20, 2012 – April 29, 2012

Licensing Specialist	Engineering Technician
Economic Development Manager	License Practical Nurse
Application Support Analyst	Network Security Administrator
Lead Building Maintenance Worker	Registered Nurse
Economic Development Coordinator	

2. Eligibility List – Reporting Period – February 20, 2012 – April 29, 2012

3488	ENTRANCE	CLINIC/LAB AIDE	14-May-12
3489	PROMO/TRANS	ENGINEERING TECHNICIAN II	9-Jun-12
3490	PROMO/TRANS	PRINCIPAL ENGINEER	13-Jun-12
3491	ENTRANCE	CIVIL ENGINEER	8-Jun-12
3492	ENTRANCE	ELECTRICAL INSPECTOR	21-Jun-12
3493	ENTRANCE	WASTEWATER OPERATOR	23-Jun-12
3494	PROMO/TRANS	LICENSING SPECIALIST	29-Jun-12
3495	ENTRANCE	ECONOMIC DEVELOPMENT MANAGER	12-Jul-12
3496	PROMO/TRANS	ECONOMIC DEVELOPMENT MANAGER	12-Jul-12

Exhibit A Section 3 – May 9, 2012, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
12-03	General	Delete	Fire Records Technician	110	B23-2
12-03	Midmanagement	Add	Fire Records Analyst	110	C42-1
12-03	General	Delete	Drafting Technician	241	B23-2

EXHIBIT B – May 9, 2012

New Hires – Reporting Period 2/20/12 – 4/29/12

Eligibility List #	Name	Classification	Hire Date	MOU
3485	Decker, Shannon	Administrative Assistant	2/21/2012	75 Water Pur
3486	Wehrspann, Catherine	Library Assistant	2/21/2012	28 Library
3486	Bjorklund, Calla	Library Assistant	2/27/2012	28 Library
3484	Nelson, Eric	Line Worker	2/27/2012	56 Light
3486	Krumwiede, Alesha	Library Assistant	2/27/2012	28 Library
3488	Harrison, Susan	Clinic Lab Aide	3/12/2012	18 Health
3482	Kolda, Kyle	Firefighter	3/5/2012	15 Fire
3482	Groen, Joshua	Firefighter	3/5/2012	15 Fire
3482	Hill, Jeremy	Firefighter	3/5/2012	15 Fire
3482	Benjamin, Tracy	Firefighter	3/5/2012	15 Fire
3482	Vosburg, Cody	Firefighter	3/5/2012	15 Fire
3491	Veurink, Robbie	Civil Engineer	3/26/2012	14 Engineering
3484	Gerovac, Andrew	Line Worker	4/2/2012	56 Light
3491	Vanden Bos, Joshua	Civil Engineer	4/9/2012	14 engineering
3492	Vanruler, Joe	Electrical Inspector	4/23/2012	25 Planning/Bldg Services

**Off Probation – Entrance
Reporting Period – 2/20/12 – 4/29/12**

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
9235	Moran, Colleen	Assistant City Attorney	2/28/2011	06 Attorney	2/28/2012
3353	Wall, Andrew	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Nusbaum, Adam	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Olson, Michael	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Vanden Top, Matthew	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Kurvink, Nicholas	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Van Beek, Rachel	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Koolmo, Graham	Firefighter	3/21/2011	15 Fire	3/21/2012
3353	Alvey, Jon	Firefighter	3/21/2011	15 Fire	3/21/2012
3416	Radack, Zachary	Vehicle/Equipment Service Worker	4/4/2011	51 Fleet	4/4/2012
3421	Gortmaker, Joy	Fire Records Technician	4/18/2011	15 Fire	4/18/2012

EXHIBIT B – May 9, 2012

Promotions - Reporting Period - 2/20/12 – 4/29/12

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3466	Kooistra, Sean	3/5/2012	Police Officer	21 Police	Police Sergeant	21 Police
3490	Ludens, Bradley	3/19/2012	Civil Engineer (PE)	14 Eng	Principal Engineer	14 Eng
3465	Burns, Matthew	4/2/2012	Police Sergeant	21 Police	Police Lieutenant	21 Police
3466	Olson, Michael	4/2/2012	Police Officer	21 Police	Police Sergeant	21 Police
3489	Balk, Shane	4/2/2012	Engineering Technician	14 Eng	Engineering Technician II	14 Eng
3494	Palmer, Jamie	4/16/2012	Assistant City Clerk	9 City Council	Licensing Specialist	6 Attorney
3496	O'Neil, Brent	4/16/2012	Economic Development Coordinator	60 CD	Economic Development Manager	60 CD

**Off Probation - Promotional
Reporting Period – 2/20/12 – 4/29/12**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3443	Roach, Adam	8/22/2011	Zoning Enforcement Officer	25 Planning/ Bldg Serv	Economic Development Coordinator	60 CD	2/22/12
3454	Neises, Jarud	9/5/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire	3/5/12
3452	Fenderson, John	9/5/2011	Landfill Equipment Operator	66 Landfill	Lead Landfill Equipment Operator	66 Landfill	3/5/12
3370	Schnetter, Troy	9/19/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	3/19/12
3451	Wilcox, Bryan	10/3/2011	Engineering Technician	14 Eng	Zoning Enforcement Officer	25 Planning/ Bldg Serv	4/3/12
3462	Fuller, Lisa	10/17/2011	Technical Clerk	14 Eng	Administrative Assistant	60 CD	4/17/12
3370	Herrboldt, Kent	10/17/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	4/17/12

EXHIBIT B – May 9, 2012

Transfers - Reporting Period – 2/20/12 – 4/29/12

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

Off Probation - Transfers - Reporting Period – 2/20/12 – 4/29/12

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3450	Ragsdale, Jeffrey	9/19/2011	Lead Bldg Maintenance Mechanic	11 Facilities Mgmt	Traffic Signal Technician	33 Street	3/19/12

**Reassignments – Chapter 30/Reclassifications
Reporting Period – 2/20/12 – 4/29/12**

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Gortmaker, Joy	3/19/2012	Fire Records Technician	15 Fire	Fire Records Analyst	15 Fire
Krueger, Timothy	4/2/2012	Engineering Technician	14 Eng	Engineering Technician II	14 Eng
Traupel, Nicholas	4/2/2012	Engineering Technician	14 Eng	Engineering Technician II	14 Eng

Separations – Reporting Period – 2/20/12 – 4/29/12

Name	Separation Date	Hire Date	MOU	Classification
Bandy, Richard	3-16-12	8-31-81	14 Engineering	Civil Engineer (PE)
Beck, Erica	3-16-12	4-4-05	60 Community Development	Economic Development Manager
Rederth, Harlan	3-16-12	9-9-74	33 Street	Lead Equipment Operator
Kaiser, Daniel	3-21-12	1-21-85	21 Police	Police Lieutenant
Adamyam, Nadezhda	3-23-12	10-27-03	11 Facilities Mgmt	Custodial Worker
Healy, Jon	3-23-12	3-9-09	16 Central Services	Network Security Administrator
Dubs, Jami	4-6-12	4-24-06	21 Police	Technical Clerk
Petersen, Reed	4-11-12	1-6-03	21 Police	Police Officer
Knox, Roger	4-13-12	7-7-97	33 Street	Equipment Operator
Haase, Jerald	4-25-12	4-20-09	16 Central Services	IT Supervisor

EXHIBIT B – May 9, 2012

**Separations within Probation Period
Reporting Period – 2/20/12 – 4/29/12**

Name	Separation Date	Hire Date	MOU	Classification
Cobb, Jacqueline	3-29-12	10-31-11	18 Health	Registered Nurse
Janssen, Ryan	4-6-12	1-9-12	16 Central Services	Application Support Analyst
Harrison, Susan	4-23-12	3-12-12	18 Health	Clinic Lab Aide

**Return to Civil Service
Reporting Period – 2/20/12 – 4/29/12**

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