

# ***AGENDA***

## City of Sioux Falls Civil Service Board

January 11, 2012, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – November 2, 2011
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Landfill Equipment Operator, Entrance (6 months)
  - b. Landfill Equipment Operator, Promo/Transfer (6 months)
  - c. Building Maintenance Worker, Entrance
  - d. Technical Clerk (Engineering), Entrance
- 4) Approve Personnel Actions (Exhibit A)
  - 1 Advertising
  - 2 Eligibility Lists
  - 3 Classification Plan Amendments
- 5) Record Personnel Actions by MOU (Exhibit B)
  - 1 New hires/off probation entrance
  - 2 Promotions/off probation
  - 3 Transfers/off probation
  - 4 Reassignments
  - 5 Separations
- 6) Executive Session to Discuss Personnel Issues (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
  - 1 Separation
  - 2 Demotion
  - 3 Dismissal
- 7) New Board Chair
- 8) Adjournment

## 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

EO #	Category	Change	Job Title	OCC Code	Scale
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.