

City of Sioux Falls
Civil Service Board
MINUTES

November 2, 2011
Human Resources Conference Room

MEMBERS PRESENT: Hitzemann, Moore and Theeler

MEMBERS ABSENT: Grevlos

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:18 p.m. on November 2, 2011.
- 2) **A motion was made by Theeler and seconded by Hitzemann to approve the minutes of the September 7, 2011, meeting.** Motion carried unanimously.
- 3) **A motion was made by Hitzemann and seconded by Theeler to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3449 Traffic Signal Technician
 - b. Promo/Transfer Eligibility List 3452 Lead Landfill Equipment Operator (6 months)
 - c. Entrance Eligibility List 3455 Dental Assistant
 - d. Entrance Eligibility List 3456 City Carrier
 - e. Entrance Eligibility List 3468 Public Health Scientist II

Motion carried unanimously.

- 4) **A motion was made by Theeler, seconded by Hitzemann 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 Theeler that the Civil Service Board enters Executive Session to discuss personnel issues at 12:31 p.m. A motion was made by Theeler, seconded by Hitzemann to exit Executive Session at 12:35 p.m.

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

The 2012 Civil Service meeting calendar was distributed to the board members.

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

Meeting was adjourned at 12:38 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – November 2, 2011, CSB Meeting

1. Advertising: Reporting Period – August 29, 2011 – October 3, 2011

Registered Nurse	Animal Control Officer
Administrative Assistant	Technical Clerk
Landfill Equipment Operator	Public Health Scientist II
Building Maintenance Worker	Application Support Analyst
Lead Building Maintenance Worker	

2. Eligibility List – Reporting Period – August 16, 2011 – October 14, 2011

3448	ENTRANCE	LICENSED PRACTICAL NURSE	18-Nov-11
3449	ENTRANCE	TRAFFIC SIGNAL TECHNICIAN	16-Nov-11
3450	PROMO/TRANS	TRAFFIC SIGNAL TECHNICIAN	16-Nov-11
3451	PROMO/TRANS	ZONING ENFORCEMENT OFFICER LEAD LANDFILL EQUIPMENT OPERATOR	23-Nov-11 17-Nov-11
3452	PROMO/TRANS	OPERATOR	17-Nov-11
3453	ENTRANCE	UTILITIES SYSTEM WORKER	25-Nov-11
3454	PROMO/TRANS	FIRE CAPTAIN	25-Aug-12
3455	ENTRANCE	DENTAL ASSISTANT	30-Nov-11
3456	ENTRANCE	CITY CARRIER	30-Nov-11
3457	ENTRANCE	TRAFFIC SIGN TECHNICIAN	6-Dec-11
3458	ENTRANCE	RECREATION PROGRAM SPECIALIST	15-Dec-11
3459	ENTRANCE	TECHNICAL CLERK (POLICE)	23-Dec-11
3460	PROMO/TRANS	TECHNICAL CLERK (POLICE)	19-Nov-11
3461	ENTRANCE	ANIMAL CONTROL OFFICER	23-Dec-11
3462	PROMO/TRANS	ADMINISTRATIVE ASSISTANT	26-Dec-11
3463	ENTRANCE	REGISTERED NURSE	5-Jan-12
3464	PROMO/TRANS	POLICE CAPTAIN	26-Sep-12
3465	PROMO/TRANS	POLICE LIEUTENANT	30-Sep-12
3466	PROMO/TRANS	POLICE SERGEANT	30-Sep-12
3467	ENTRANCE	WATER OPERATOR	6-Jan-12
3468	ENTRANCE	PUBLIC HEALTH SCIENTIST II	14-Jan-12
3469	PROMO/TRANS	TECHNICAL CLERK (CD)	14-Jan-11

Exhibit A Section 3 – November 2, 2011, CSB Meeting

3. Classification Plan Amendments

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

Exhibit B – November 2, 2011

New Hires – Reporting Period 8/22/11 – 10/16/11

Eligibility List #	Name	Classification	Hire Date	MOU
3445	Holliday, Clifton	Custodial Worker	8/22/2011	11 Facilities Mgmt
3447	Pearson, Jean	Recreation Program Coordinator	8/22/2011	64 Park
8316	Faris, Jon	Utility System Worker	9/6/2011	75 Water
3448	Creegan, Sara	Licenses Practical Nurse (LPN)	9/6/2011	18 Health
3453	Fleming, Christopher	Utility System Worker	9/19/2011	75 Water
3449	Vink, Howard	Traffic Signal Technician	9/19/2011	33 Street
3456	Paa, Daniel	City Carrier	10/3/2011	24 Media Services
3400	Gerwer, Mark	Wastewater Operator	10/3/2011	77 Water Rec
3455	Flannery, April	Dental Assistant	10/3/2011	18 Health

Off Probation – Entrance Reporting Period – 8/22/11 – 10/16/11

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
None to report.					

Promotions - Reporting Period - 8/22/11 - 10/16/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3443	Roach, Adam	8/22/2011	Zoning Enforcement Officer	25 Planning/ Bldg Serv	Economic Development Coord	60 Com Dev
3454	Neises, Jarud	9/5/2011	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3452	Fenderson, John	9/5/2011	Landfill Equipment Operator	66 Landfill	Lead Landfill Equipment Operator	66 Landfill
3370	Schnetter, Troy	9/19/2011	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3362	Fessler, Steven	9/19/2011	Fire Captain	15 Fire	Fire Battalion Chief	15 Fire
3451	Wilcox, Bryan	10/3/2011	Engineering Technician	14 Eng	Zoning Enforcement Officer	25 Planning/ Bldg Serv

Exhibit B – November 2, 2011

Off Probation - Promotional Reporting Period – 8/22/11 - 10/16/11

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3384	Konechne, Francis	2/21/2011	Vehicle/Equipment Service Wrker	51 Fleet	Mechanic	51 Fleet	8/22/11

Transfers - Reporting Period – 8/22/11 – 10/16/11

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

Off Probation - Transfers - Reporting Period – 8/22/11 - 10/16/11

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 - 8/22/11 - 10/16/11

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

Exhibit B – November 2, 2011

Separations - Reporting Period - 8/22/11 – 10/16/11

Name	Separation Date	Hire Date	MOU	Classification
Pomerleau, Heather	8-25-11	10-19-09	18 Health	Dental Assistant
Miles, Monte	8-26-11	6-25-07	21 Police	Animal Control Officer
Sargent, Jared	9-13-11	4-7-08	65 Public Parking	Building Maintenance Worker
Sieverding, Joseph	9-19-11	9-18-89	15 Fire	Fire Battalion Chief
Curry, William	9-21-11	8-29-88	15 Fire	Fire Battalion Chief
Wika, Lori	9-30-11	9-18-06	18 Health	Public Health Scientist II
Smith, Christopher	10-11-11	5-22-06	75 Water	Utilities System Worker
Barnes, Richard	10-14-11	9-16-74	75 Water	Water Service Technician
Donovan, Georgia	10-14-11	9-17-79	65 Public Parking	Parking Lot Attendant
Hofer, Cynthia	10-14-11	6-15-87	18 Health	Registered Nurse
Hofer, Dallas	10-14-11	1-3-77	14 Engineering	Principal Engineer
Maxfield, Lynn	10-14-11	5-1-00	75 Water Purification	Water Operator
Schroeder, Suzanne	10-14-11	10-9-77	60 Community Development	Administrative Assistant
Tischler, Joseph	10-14-11	9-25-89	65 Public Parking	Parking Lot Attendant
Venekamp, Michael	10-14-11	3-19-79	75 Water	Lead Utilities System Worker

Separations within Probation Period Reporting Period – 8/22/11 – 10/16/11

Name	Separation Date	Hire Date	MOU	Classification
Odens, Scott	9/16/11	7-11-11	16 Central Services	Application Support Specialist

Exhibit B – November 2, 2011

Return to Civil Service Reporting Period – 8/22/11 – 10/16/11

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