

City of Sioux Falls
Civil Service Board
MINUTES

May 8, 2013

Human Resources Conference Room

MEMBERS PRESENT: Grevlos, Hitzemann, Hanson and Moore

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:17 p.m. on May 8, 2013.
- 2) **A motion was made by Grevlos and seconded by Hanson to approve the minutes of the March 6, 2013, meeting.** Motion carried unanimously.
- 3) **A motion was made by Hanson and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Promo/Transfer Eligibility List 3513 Fire Apparatus Operator (June 20, 2014)
 - b. Promo/Transfer Eligibility List 3560 Lead Wastewater Operator
 - c. Entrance Eligibility List 3561 LPN
 - d. Entrance Eligibility List 3562 Park Service Worker
 - e. Entrance Eligibility List 3565 System Administrator
 - f. Entrance Eligibility List 3571 Maintenance Mechanic
 - g. Promo/Transfer Eligibility List 3572 Maintenance Mechanic
 - h. Promo/Transfer Eligibility List 3573 Collection Specialist
- 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 Hanson to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Hanson, seconded by Hitzemann that the Civil Service Board enter Executive Session to discuss personnel issues at 11:27 p.m. A motion was made by Hitzemann, seconded by Grevlos to exit Executive Session at 11:35 p.m.

- 6) **A motion was made by Grevlos, seconded by Hanson to order the disciplinary actions as recorded and set forth in Exhibit C.** Motion carried unanimously.
- 7) Nomination for the 2013 – 2014 chairperson was open for recommendations. **Grevlos made a motion that Hanson be the chairperson. Hitzemann 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 Hanson seconded to adjourn the meeting. Motion carried unanimously.**

The Civil Service Board Members recognized and thanked James Moore for his invaluable service to the Civil Service Board as this was his last Civil Service Meeting.

The Board will meet on Thursday, July 25, 2013, 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 – May 8, 2013, CSB Meeting

1. Advertising: Reporting Period – February 18, 2013 – April 28, 2013

Maintenance Mechanic
Business Analyst
Project Manager
Firefighter
Business Specialist
Police Officer

Fire EMS Educator
Collection Specialist
Billing Cashier
Collection Technician
Recreation Program Specialist

2. Eligibility List – Reporting Period – February 18, 2013 – April 28, 2013

3560	PROMO/TRANS	LEAD WASTEWATER OPERATOR	27-May-13
3561	ENTRANCE	LPN	27-May-13
3562	ENTRANCE	PARK SERVICE WORKER	28-May-13
3563	PROMO/TRANS	PAYROLL/BENEFITS SPECIALIST	6-Jun-13
3564	ENTRANCE	BUSINESS SPECIALIST	6-Jun-13
3565	ENTRANCE	SYSTEM ADMINISTRATOR	11-Jun-13
3566	ENTRANCE	PROJECT MANAGER	18-Mar-13
3567	ENTRANCE	RESIDUE COORDINATOR	22-Jun-13
3568	PROMO/TRANS	VOID APPLICATION DEVELOPMENT	
3569	ENTRANCE	SUPER	27-Jun-13
3570		VOID	
3571	ENTRANCE	MAINTENANCE MECHANIC	1-Apr-14
3572	PROMO/TRANS	MAINTENANCE MECHANIC	1-Apr-14
3573	PROMO/TRANS	COLLECTION SPECIALIST	3-Jul-13
3574	ENTRANCE	BUSINESS ANALYST	4-Apr-13
3575	PROMO/TRANS	BUSINESS ANALYST	4-Apr-13
3576	ENTRANCE	FIRE/EMS EDUCATOR	19-Jul-13

Exhibit A Section 3 – May 8, 2013, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
13-12	General	Delete	Billing Cashier	113	B22-2
13-12	General	Add	Billing Cashier	113	B23-2
13-15	Midmanagement	Add	Multimedia Manager	061	C52-1
13-15	Midmanagement	Add	Multimedia Support Supervisor	064	C42-1

EXHIBIT B – May 8, 2013

New Hires – Reporting Period 2/18/13 – 4/28/13

Eligibility List #	Name	Classification	Hire Date	MOU
3548	Martin, Taylor	Police Officer	2/19/2013	21 Police
3548	Larson, Joseph	Police Officer	2/19/2013	21 Police
3548	Freemark, Daniel	Police Officer	2/19/2013	21 Police
3548	Ocvirek, Alexander	Police Officer	2/19/2013	21 Police
3548	Skidmore, Charles	Police Officer	2/19/2013	21 Police
3548	Anderson, Christine	Police Officer	2/19/2013	21 Police
3548	Davis, Anthony	Police Officer	2/19/2013	21 Police
3548	Cook, Benjamin	Police Officer	2/19/2013	21 Police
3548	Feddersen, Wayne	Police Officer	2/19/2013	21 Police
3508	Harrington, Erik	Equipment Operator	2/19/2013	33 Street
3562	Metz, Clinton	Park Service Worker	3/18/2013	64 Park
3562	Plucker, Katie	Park Service Worker	3/18/2013	64 Park
3562	Deaver, Bradley	Park Service Worker	3/18/2013	64 Park
3565	Shillander, Francisco	System Administrator	4/1/2013	16 Central Services
3561	Flagg, Walter	LPN	4/1/2013	18 Health

Off Probation – Entrance Reporting Period – 2/18/13 – 4/28/13

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3485	Decker, Shannon	Administrative Assistant	2/21/2012	75 Water Purification	2/21/2013
3486	Wehrspann, Catherine	Library Assistant	2/21/2012	28 Library	2/21/2013
3486	Bjorklund, Calla	Library Assistant	2/27/2012	28 Library	2/27/2013
3484	Nelson, Eric	Line Worker	2/27/2012	56 Light	2/27/2013
3486	Krumwiede, Alesha	Library Assistant	2/27/2012	28 Library	2/27/2013
3482	Kolda, Kyle	Firefighter	3/5/2012	15 Fire	3/5/2013
3482	Groen, Joshua	Firefighter	3/5/2012	15 Fire	3/5/2013
3482	Hill, Jeremy	Firefighter	3/5/2012	15 Fire	3/5/2013
3482	Tracy, Benjamin	Firefighter	3/5/2012	15 Fire	3/5/2013
3482	Vosburg, Cody	Firefighter	3/5/2012	15 Fire	3/5/2013
3491	Veurink, Robbie	Civil Engineer	3/26/2012	14 Engineering	3/26/2013
3484	Gerovac, Andrew	Line Worker	4/2/2012	56 Light	4/2/2013
3491	Vanden Bos, Joshua	Civil Engineer	4/9/2012	14 Engineering	4/9/2013
3492	VanRuler, Joe	Electrical Inspector	4/23/2012	25 Planning & Bldg Serv	4/23/2013

EXHIBIT B – May 8, 2013

Promotions - Reporting Period - 2/18/13 – 4/28/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3559	Kinder, Tracy	2/18/2013	Maintenance Mechanic	77 Water Rec	Electrician	77 Water Rec
3541	Hoiland, Austin	3/4/2013	Park Service Worker	64 Park	Park Caretaker	64 Park
3541	Renczykowski, James	3/4/2013	Park Service Worker	64 Park	Park Caretaker	64 Park
3560	Banghart, Marty	3/4/2013	Wastewater Operator	77 Water Rec	Lead Wastewater Operator	77 Water Rec
3563	Miles, Lori	3/25/2013	Billing Cashier	75 Water Billing	Payroll/Benefits Specialist	7 HR
3513	Skoglund, Christopher	3/18/2013	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3512	Dulaney, Garrett	3/18/2013	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3544	Clare, Amy	4/15/2013	Library Assistant	28 Library	Library Associate	28 Library
3573	Hochstein, Shad	4/15/2013	Collection Technician	77 Water Rec	Collection Specialist	77 Water Rec

Off Probation - Promotional Reporting Period – 2/18/13 – 4/28/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3523	O'Kane, Michael	8/20/2012	Laborer	75 Water	Water Service Technician	75 Water Maint	2/20/13
3529	Cunningham, Joshua	10/15/2012	Vehicle/Equipment Service Worker	51 Fleet	Mechanic	51 Fleet	4/15/13

Transfers - Reporting Period – 2/18/13 – 4/28/13

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
--------------------	------	------------------	-----------------------	-----	--------------------	---------

None to report.

EXHIBIT B – May 8, 2013

Off Probation - Transfers - Reporting Period – 2/18/13 – 4/28/13

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
--------------------	------	------------------	-----------------------	-----	--------------------	---------	----------------

None to report.

Reassignments – Chapter 30/Reclassifications Reporting Period – 2/18/13 – 4/28/13

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Meyer, Lynn	4/1/2013	Billing Cashier (222)	75 Water Billing	Billing Cashier (223)	75 Water Billing
Nord, Jodi	4/1/2013	Billing Cashier (222)	75 Water Billing	Billing Cashier (223)	75 Water Billing
Hanson, Corliss	4/1/2013	Billing Cashier (222)	75 Water Billing	Billing Cashier (223)	75 Water Billing
Scherer, Eileen	4/1/2013	Billing Cashier (222)	75 Water Billing	Billing Cashier (223)	75 Water Billing
Vanderlinde, Sharon	4/1/2013	Billing Cashier (222)	75 Water Billing	Billing Cashier (223)	75 Water Billing

Separations – Reporting Period – 2/18/13 – 4/28/13

Name	Separation Date	Hire Date	MOU	Classification
Rickerl, Patrick	2-20-13	8-6-01	21 Police	Police Officer
Boyer, Brenda	3-1-13	9-30-02	25 Multi-Media Support	Lead Media Specialist
DeGross, Nicole	4-5-13	9-24-07	28 Library	Library Associate
Biltoft, Jill	4-11-13	1-7-08	64 Park	Recreation Program Specialist

EXHIBIT B – May 8, 2013

Separations within Probation Period Reporting Period – 2/18/13 – 4/28/13

Name	Separation Date	Hire Date	MOU	Classification
------	-----------------	-----------	-----	----------------

None to report.

Return to Civil Service Reporting Period – 2/18/13 – 4/28/13

Name	Date	Former Classification	New Classification	New MOU
------	------	-----------------------	--------------------	---------

None to report.