

# ***AGENDA***

## City of Sioux Falls Civil Service Board

July 25, 2013, Meeting

### **HUMAN RESOURCES CONFERENCE ROOM**

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – May 8, 2013
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - a. Entrance Eligibility List 3577 Sustainability Coordinator
  - b. Entrance Eligibility List 3578 Billing Cashier (3 months)
  - c. Promo/Transfer Eligibility List 3581 Branch Librarian
  - d. Entrance Eligibility List 3585 Multimedia Manager
  - e. Entrance Eligibility List 3586 Parts Worker
  - f. Entrance Eligibility List 3587 Economic Development Coordinator
  - g. Entrance Eligibility List 3588 Maintenance Mechanic (Water Purification)
- 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 (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
  - 1 Suspension
  - 2 Demotion
  - 3 Dismissal
- 7) Proposed Amendments to Civil Service Rules
- 8) Adjournment

## Exhibit A – July 25, 2013, CSB Meeting

### 1. Advertising: Reporting Period – April 29, 2013 – July 7, 2013

Multimedia Manager	Branch Librarian
Economic Development Coordinator	Parts Worker
Maintenance Mechanic	Purchasing Specialist
Library Associate	

### 2. Eligibility List – Reporting Period – April 29, 2013 – July 7, 2013

3577	ENTRANCE	SUSTAINABILITY COORDINATOR	8-Aug-13
3578	ENTRANCE	BILLING CASHIER	9-Aug-13
3579	ENTRANCE	BUSINESS SPECIALIST	15-May-13
3580	ENTRANCE	RECREATION PROGRAM SPECIALIST	15-Aug-13
3581	PROMO/TRANS	BRANCH LIBRARIAN	22-Aug-13
3582	ENTRANCE	COLLECTION TECHNICIAN	20-Aug-13
3583	PROMO/TRANS	COLLECTION TECHNICIAN	20-Aug-13
3584	ENTRANCE	PROJECT MANAGER	16-May-13
3585	ENTRANCE	MULTIMEDIA MANAGER	12-Sep-13
3586	ENTRANCE	PARTS WORKER	19-Sep-13
3587	ENTRANCE	ECONOMIC DEVELOPMENT COORD	16-Sep-13
3588	ENTRANCE	MAINTENANCE MECHANIC (WPUR)	2-Oct-13
3589	ENTRANCE	POLICE OFFICER	5-Aug-13

## **Exhibit A Section 3 – July 25, 2013, CSB Meeting**

### **3. Classification Plan Amendments**

No classification plan amendments to report.

## EXHIBIT B – July 25, 2013

### New Hires – Reporting Period 4/29/13 – 7/7/13

Eligibility List #	Name	Classification	Hire Date	MOU
3569	Gregor, Scott	Application Development Supervisor	4/29/2013	16 Central Services
3564	Carmon, Walker	Business Specialist	5/6/2013	10 Finance
3574	Gratz, Kenneth	Business Analyst	5/6/2013	10 Finance
3571	Faber, Ryan	Maintenance Mechanic	5/6/2013	77 Water Rec
3576	Marsh, Amy	Fire/EMS Educator	5/28/2013	15 Fire
3550	Buchheim, Cathy	Recreation Program Coordinator	5/28/2013	64 Park
3582	Warkenthien, Jared	Collection Technician	6/10/2013	77 Water Rec
3580	Quissell, Chad	Recreation Program Specialist	6/10/2013	64 Park
3580	Fredericksen, Alli	Recreation Program Specialist	6/10/2013	64 Park
3577	Reginek, Jamison	Sustainability Coordinator	6/10/2013	66 Landfill
3586	Hofstee, Nicholas	Parts Worker	6/24/2013	51 Fleet
3584	Bofenkamp, Erin	Project Manager	6/24/2013	30 Public Works

### Off Probation – Entrance Reporting Period – 4/29/13 – 7/7/13

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3493	Andersen, Tyler	Wastewater Operator	5/7/2012	77 Water Rec	5/7/2013
3498	Larson, Travis	Engineering Technician	5/14/2012	14 Engineering	5/14/2013
3491	Maras, Jacob	Civil Engineer	5/14/2012	14 Engineering	5/14/2013
3491	Ritter, Nicholas	Civil Engineer	5/14/2012	14 Engineering	5/14/2013
3503	Sherman, Brian	Application Support Analyst	5/14/2012	16 Central Services	5/14/2013
3498	Kuper, Don	Engineering Technician	5/21/2012	14 Engineering	5/21/2013
3487	Person, Lee	Criminal Analyst	5/21/2012	21 Police	5/21/2013
3488	Mamboleo, Becky	Clinic Lab Aide	5/29/2012	18 Health	5/29/2013
3502	Engelbretson, Eddie	Lead Building Maintenance Worker	6/11/2012	21 Police	6/11/2013
3506	O'Connor, Melissa	Registered Nurse	6/11/2012	18 Health	6/11/2013
3508	Hamilton, Eric	Equipment Operator	6/25/2012	33 Street	6/25/2013
3507	Nelson, Brooke	Animal Control Officer	6/25/2012	21 Police	6/25/2013

## EXHIBIT B – July 25, 2013

3499	Iverson, Geriann	License Practical Nurse (LPN)	6/25/2012	18 Health	6/25/2013
3497	Nelson, Shana	Financial Analyst	6/25/2012	10 Finance	6/25/2013
3511	Dhoore, Paul	Wastewater Operator	6/25/2012	77 Water Rec	6/25/2013

### Promotions - Reporting Period - 4/29/13 – 7/7/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3575	Scherbring, Kara	4/29/2013	Purchasing Specialist	10 Finance	Business Analyst	10 Finance
3528	Creviston, Paul	5/27/2013	Police Officer	21 Police	Police Sergeant	21 Police
3581	Pederson, Krystal	6/24/2013	Library Associate	28 Library	Branch Librarian	28 Library

### Off Probation - Promotional Reporting Period – 4/29/13 – 7/7/13

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3546	Flanders, Melinda	12/10/2012	Patient Support Technician	18 Health	Billing Specialist	18 Health	6/10/13
3544	Wixon, Angie	12/24/2012	Library Assistant	28 Library	Library Associate	28 Library	6/24/13

### Transfers - Reporting Period – 4/29/13 – 7/7/13

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

### Off Probation - Transfers - Reporting Period – 4/29/13 – 7/7/13

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

## EXHIBIT B – July 25, 2013

### Reassignments – Chapter 30/Reclassifications Reporting Period – 4/29/13 – 7/7/13

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Gaikowski, Debra	5/27/2013	Transit Planner(343)	25 Planning	Project Manager (351)	25 Planning

### Separations – Reporting Period – 4/29/13 – 7/7/13

Name	Separation Date	Hire Date	MOU	Classification
Marshall, Cynthia	5-1-13	1-7-13	64 Park	Recreation Program Coordinator
Larson, Harold	5-10-13	2-28-77	51 Fleet	Parts Worker
Archer, Kassidi	5-17-13	7-23-12	64 Park	Recreation Program Specialist
Healy, Michael	5-17-13	8-5-02	21 Police	Police Officer
Jorgenson, Matthew	5-29-13	6-1-10	21 Police	Crime Lab Manager
Johnson, Steven	5-31-13	4-6-87	21 Police	Police Sgt
Loveland, David	6-13-13	3-31-08	60 Community Development	Economic Development Coordinator
Rensch, Brandi	6-14-13	5-1-06	66 Landfill	Sustainability Technician

### Separations within Probation Period Reporting Period – 4/29/13 – 7/7/13

Name	Separation Date	Hire Date	MOU	Classification
Baker, Jason	5-13-13	8-6-12	21 Police	Police Officer
VanRavenswaay, Trent	5-22-13	8-6-12	21 Police	Police Officer
Kulla, Kevin	5-24-13	1-7-13	75 Water Maintenance	Utilities System Worker
Koel, Brenda	6-14-13	6-10-13	75 Water Billing	Billing Cashier
Stenzel, Jason	7-2-13	10-9-12	21 Police	Forensic Specialist II
Simons, Danielle	7-5-13	9-4-12	21 Police	Police Evidence Technician

**EXHIBIT B – July 25, 2013**

**Return to Civil Service  
Reporting Period – 4/29/13 – 7/7/13**

<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.