

**City of Sioux Falls**  
**Civil Service Board**  
***MINUTES***

January 21, 2014  
Human Resources Conference Room  
12 Noon

MEMBERS PRESENT: Carpenter, Grevlos, Hitzemann

MEMBERS ABSENT: Hanson

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:20 p.m. on January 21, 2014.
- 2) **A motion was made by Carpenter and seconded by Hitzemann to approve the minutes of the November 18, 2013, meeting.** Motion carried unanimously.
- 3) **A motion was made by Hitzemann and seconded by Carpenter to extend the current eligibility lists for nine months or as requested for the following positions:**
  - a. Promo/Transfer Eligibility List 3617 HR Payroll Analyst
  - b. Entrance Eligibility List 3618 Animal Control Officer
  - c. Entrance Eligibility List 3619 Custodial Worker (6 months)
  - d. Entrance Eligibility List 3620 Fire EMS Educator
  - e. Promo/Transfer Eligibility List 3623 Technical Clerk – Street/Fleet
  - f. Entrance Eligibility List 3624 Technical Clerk – Street/Fleet
  - g. Entrance Eligibility List 3629 Library Assistant
  - h. Entrance Eligibility List 3631 Wastewater Operator

Motion carried unanimously.

- 4) **A motion was made by Carpenter, 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 Hitzemann, seconded by Carpenter to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

**A motion was made by Carpenter, seconded by Hitzemann that the Civil Service Board enter Executive Session to discuss personnel issues at 12:27 p.m. A motion was made by Hitzemann, seconded by Carpenter to exit Executive Session at 12:32 p.m.**

- 6) **A motion was made by Carpenter, seconded by Hitzemann to order the disciplinary actions as set forth in Exhibit C to be recorded.** Motion carried unanimously.
- 7) Nomination for the 2014 – 2015 chairperson was open for recommendations. **Hitzemann made a motion that Hanson be the chairperson. Carpenter 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 Carpenter seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, March 5, 2014, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:34 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – January 21, 2014, CSB Meeting

### 1. Advertising: Reporting Period – November 11, 2013 – January 5, 2014

Payroll/Benefits Specialist	Social Worker
Library Assistant	Licensed Practical Nurse
Advanced Practice Provider	Environmental Health Specialist
Assistant City Attorney	Building Services Aide
Dental Assistant	Technical Clerk – Health
Building Maintenance Worker	Patient Support Technician
Human Resources Specialist	Lead Equipment Operator
Fire Captain	Police Captain
Police Lieutenant	

### 2. Eligibility List – Reporting Period – November 11, 2013 – January 5, 2014

3613	PROMO/TRANS	RESIDUE COORDINATOR	25-Jan-14
3614	ENTRANCE	FORENSIC SPECIALIST I/II	17-Jan-14
3615	ENTRANCE	POLICE OFFICER	12-Nov-13
3616	ENTRANCE	VEHICLE EQUIP SERVICE WORKER	29-Jan-14
3617	PROMO/TRANS	HR PAYROLL ANALYST	9-Feb-14
3618	ENTRANCE	ANIMAL CONTROL OFFICER	18-Feb-14
3619	ENTRANCE	CUSTODIAL WORKER	22-Feb-14
3620	ENTRANCE	FIRE EMS EDUCATOR	26-Feb-14
3621	PROMO/TRANS	FIRE INSPECTOR	2-Dec-14
3622	ENTRANCE	MECHANIC	14-Feb-14
3623	PROMO/TRANS	TECHNICAL CLERK (STREET/FLEET)	6-Mar-14
3624	ENTRANCE	TECHNICAL CLERK (STREET/FLEET)	6-Mar-14
3625	ENTRANCE	CIVIL ENGINEER	25-Feb-14
3626	ENTRANCE	SOCIAL WORKER	12-Mar-14
3627	PROMO/TRANS	PAYROLL/BENEFITS SPECIALIST	11-Mar-14
3628	ENTRANCE	PAYROLL/BENEFITS SPECIALIST	11-Mar-14
3629	ENTRANCE	LIBRARY ASSISTANT	17-Mar-14
3630	ENTRANCE	FORENSIC SPECIALIST I/II	4-Mar-14
3631	ENTRANCE	WASTEWATER OPERATOR	10-Mar-14

## Exhibit A Section 3 – January 21, 2014, CSB Meeting

### 3. Classification Plan Amendments

<b>EO #</b>	<b>Category</b>	<b>Change</b>	<b>Job Title</b>	<b>OCC Code</b>	<b>Scale</b>
13-43	Classified	Add	Human Resources Specialist	151	B32-3

## EXHIBIT B – January 21, 2014

### New Hires – Reporting Period 11/11/13 – 1/5/14

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>Hire Date</b>	<b>MOU</b>
3593	Petersen, Jeremy	Library Assistant	11/12/2013	28 Library
3615	Wolfe, Matthew	Police Officer	11/12/2013	21 Police
3615	Prostrollo, Peter	Police Officer	11/12/2013	21 Police
3615	Nachreiner, Cody	Police Officer	11/12/2013	21 Police
3615	McCarty, Drew	Police Officer	11/12/2013	21 Police
3615	Pansch, Rian	Police Officer	11/12/2013	21 Police
3615	Puente, Carlos	Police Officer	11/12/2013	21 Police
3616	McCuddin, Landon	Vehicle Equipment Service Worker	11/18/2013	51 Fleet
3619	Boldt, Sidney	Custodial Worker	12/30/2013	11 Facilities Mgmt

### Off Probation – Entrance Reporting Period – 11/11/13 – 1/5/14

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>New Hire</b>	<b>MOU</b>	<b>Date Probation Completed</b>
3533	Short, Kasey	Landfill Environmental Technician	11/13/2012	66 Landfill	11/13/2013
3537	Caven, Sara	Technical Clerk	11/13/2012	15 Fire	11/13/2013
3533	McManus, Brian	Landfill Environmental Technician	11/13/2012	66 Landfill	11/13/2013
3538	Fair, Sylvia	Custodial Worker	11/26/2012	11 Facilities Mgmt	11/26/2013
3538	Hatzenbeller, Rick	Custodial Worker	12/3/2012	11 Facilities Mgmt	12/3/2013
3543	Hartman, Kyle	Technical Support Specialist	11/26/2012	16 Central Services	11/26/2013
3539	King, Kathryn	Administrative Assistant	11/26/2012	14 Engineering	11/26/2013

## EXHIBIT B – January 21, 2014

### Promotions - Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3613	Greenwood, Philip	11/11/2013	Lead Wastewater Operator	77 Water Rec	Residue Coordinator	77 Water Rec
3560	Gerwer, Mark	11/11/2013	Wastewater Operator	77 Water Rec	Lead Wastewater Operator	77 Water Rec
3617	Miles, Lori	12/9/2013	Payroll/Benefits Specialist	7 Human Resources	HR Payroll Analyst	7 Human Resources

### Off Probation - Promotional Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3528	Creviston, Paul	5/27/2013	Police Officer	21 Police	Police Sergeant	21 Police	11/27/13
3581	Pederson, Krystal	6/24/2013	Library Associate	28 Library	Branch Librarian	28 Library	12/24/13

### Transfers - Reporting Period – 11/11/13 – 1/5/14

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3623	Songstad, Mackenzie	12/23/2013	Technical Clerk	18 Health	Technical Clerk	33 Street

### Off Probation - Transfers - Reporting Period – 11/11/13 – 1/5/14

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

## EXHIBIT B – January 21, 2014

### Reassignments – Chapter 30/Reclassifications Reporting Period – 11/11/13 – 1/5/14

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

### Separations – Reporting Period – 11/11/13 – 1/5/14

Name	Separation Date	Hire Date	MOU	Classification
Randall, Stephen	11-12-13	4-3-95	25 Planning	Urban Planner
Centeno, Edwin	11-15-13	11-29-04	21 Police	Police Officer
Bren, Ampawan	12-2-13	6-4-01	18 Health	Dental Assistant
Creegan, Sara	12-9-13	9-6-11	18 Health	LPN
Hanger, Richard	1-2-14	4-20-87	15 Fire	Fire Captain

### Separations within Probation Period Reporting Period – 11/11/13 – 1/5/14

Name	Separation Date	Hire Date	MOU	Classification
Deaver, Bradley	12-27-13	3-18-13	64 Park	Park Service Worker

### Return to Civil Service Reporting Period – 11/11/13 – 1/5/14

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