

AGENDA

City of Sioux Falls Civil Service Board

December 1, 2014, Meeting

HUMAN RESOURCES CONFERENCE ROOM 12 NOON

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – October 14, 2014
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Entrance Eligibility List 3698 Administrative Assistant (Police) (3 months)
 - b. Promo/Transfer Eligibility List 3699 Administrative Assistant (Police) (3 months)
 - c. Entrance Eligibility List 3702 Building Inspector
 - d. Entrance Eligibility List 3707 Technical Support Specialist
 - e. Entrance Eligibility List 3708 Registered Nurse
- 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) Adjournment

The Civil Service Board may include such other business as may come before this body.

City of Sioux Falls
Civil Service Board
MINUTES

October 14, 2014
Human Resources Conference Room
12:30 p.m.

MEMBERS PRESENT: Carpenter, Grevlos, Hanson, Hitzemann

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad and O'Toole

- 1) The meeting was called to order at 12:35 p.m. on October 14, 2014.
- 2) **A motion was made by Hitzemann and seconded by Carpenter to approve the minutes of the July 9, 2014, meeting.** Motion carried unanimously.
- 3) **A motion was made by Carpenter and seconded by Grevlos to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Promo/Transfer Eligibility List 3688 Purchasing Specialist
 - b. Entrance Eligibility List 3689 Business Analyst (3 months)
 - c. Promo/Transfer Eligibility List 3690 Business Analyst (3 months)
 - d. Entrance Eligibility List 3691 Landfill Scale Operator
 - e. Entrance Eligibility List 3694 Dental Assistant

Motion carried unanimously.

- 4) **A motion was made by Grevlos, seconded by Carpenter 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.

There were no disciplinary actions.

6) Having no further business, a motion was made by Carpenter and Grevlos seconded to adjourn the meeting. Motion carried unanimously.

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

Meeting was adjourned at 12:50 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

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Exhibit A – December 1, 2014, CSB Meeting

1. Advertising: Reporting Period – September 1, 2014 – November 9, 2014

Registered Nurse	Maintenance Mechanic
Sustainability Coordinator	Water Distribution System Technician
Mechanic	Information Security Administrator
Permit Technician	Park Development Specialist
Civil Engineer/P.E.	Street Maintenance Supervisor
Sewer Collection Technician	System Administrator
Application Development Analyst	Lead Maintenance Mechanic
Custodial Worker	Economic Development Specialist
Traffic Sign Technician	

2. Eligibility List – Reporting Period – September 1, 2014 – November 9, 2014

3698	ENTRANCE	ADMINISTRATIVE ASSISTANT (POLICE)	28-Nov-14
3699	PROMO/TRANS	ADMINISTRATIVE ASSISTANT (POLICE)	28-Nov-14
3700	PROMO/TRANS	FIRE CAPTAIN	11-Sep-15
3701	PROMO/TRANS	POLICE SERGEANT	25-Sep-15
3702	ENTRANCE	BUILDING INSPECTOR	10-Dec-14
3703	ENTRANCE	POLICE OFFICER	20-Oct-14
3704	ENTRANCE	CUSTODIAL WORKER	25-Dec-14
3705	ENTRANCE	MAINTENANCE MECHANIC-WATER REC	10-Jan-15
3706	PROMO/TRANS	MAINTENANCE MECHANIC-WATER REC	10-Jan-15
3707	ENTRANCE	TECHNICAL SUPPORT SPECIALIST	21-Jan-15
3708	ENTRANCE	REGISTERED NURSE	22-Jan-15
3709	ENTRANCE	WATER DISTRIBUTION SYSTEM TECHNICIAN	29-Jan-15
3710	ENTRANCE	PERMIT TECHNICIAN	30-Jan-15
3711	ENTRANCE	INFORMATION SECURITY ADMINISTRATOR	3-Feb-15

Exhibit A Section 3 – December 1, 2014, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
14-36	General	Delete	Sustainability Technician	733	B24-2
14-36	General	Add	Environmental/ Sustainability Technician	733	B24-2
14-37	Midmanagement	Delete	Network Security Administrator	140	C43-1
14-37	Midmanagement	Add	Information Security Administrator	140	C43-1
14-38	General	Delete	Building Services Aide	412	B23-2
14-38	General	Add	Permit Technician	410	B24-2

EXHIBIT B – December 2, 2014

New Hires – Reporting Period 9/1/14 – 11/9/14

Eligibility List #	Name	Classification	Hire Date	MOU
3689	Brovold, Mistie	Business Analyst	9/15/2014	Finance
3702	Welbig, James	Building Inspector	9/24/2014	Planning/Bldg Services
3703	Wurgler, Benjamin	Police Officer	10/20/2014	Police
3703	Herman, Joshua	Police Officer	10/20/2014	Police
3703	Pfeiffer, David	Police Officer	10/20/2014	Police
3703	Estep, John	Police Officer	10/20/2014	Police
3703	DeJong, Kyle	Police Officer	10/20/2014	Police
3703	Kroon, James	Police Officer	10/20/2014	Police
3703	Johnson, Kyle	Police Officer	10/20/2014	Police
3703	Hansen, Jacob	Police Officer	10/20/2014	Police
3703	DeBoer, Jason	Police Officer	10/20/2014	Police
3629	Hausman, Autumn	Library Assistant	11/3/2014	Library

Off Probation – Entrance Reporting Period – 9/1/14 – 11/9/14

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3592	Plueger, Becki	Purchasing Specialist	9/9/2013	Finance	9/9/2014
3593	Singh (Reker), Alice	Library Assistant	9/9/2013	Library	9/9/2014
3593	Borden, Brian	Library Assistant	9/3/2013	Library	9/9/2014
3593	Newton, Monica	Library Assistant	9/3/2013	Library	9/9/2014
3593	O'Hara, Ashley	Library Assistant	9/3/2013	Library	9/9/2014
3595	Kneip, Mary	Clinic/Lab Aide	9/3/2013	Health	9/9/2014
3596	Chapman, Gabe	Mechanical Inspector	9/16/2013	Planning/Bldg Services	9/16/2014
3593	Josephsen, Nicole	Library Assistant	9/16/2013	Library	9/16/2014
3593	Mustic, Aldijana	Library Assistant	9/16/2013	Library	9/16/2014
3597	Lantgen, Jessica	Sustainability Technician	9/30/2013	Landfill	9/30/2014
3594	Dott, Ryan	Forensic Spec I	10/21/2013	Police	10/21/2014
3605	DeKoeyer, Diane	Urban Planner	10/21/2013	Planning	10/21/2014
3609	Tornow, Megan	Recreation Program Specialist	10/28/2013	Park	10/28/2014
3611	Kinstad, Lester	CD Manager	10/28/2013	Community Development	10/28/2014
3610	Lupkes, Nicholas	Water Dist. System Tech	10/28/2013	Water Maint	10/28/2014
3607	Bierman, Matthew	Building Maintenance Worker	10/28/2013	Facilities Mgmt	10/28/2014

EXHIBIT B – December 2, 2014

Promotions - Reporting Period – 9/1/14 – 11/9/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3696	Hartig, Erin	9/15/2014	Registered Nurse	Health	Clinical Quality Coordinator	Health
3697	Jensen, David	9/15/2014	Firefighter	Fire	Fire Apparatus Operator	Fire
3697	Orth, Conley	9/15/2014	Firefighter	Fire	Fire Apparatus Operator	Fire
3700	Nelsen, Terry	9/15/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire
3700	Ridge, John	9/15/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire
3699	Odden, Elizabeth	9/29/2014	Eng. Document Control Specialist	Engineering	Administrative Assistant	Police
3700	Cox, Ryan	10/27/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire
3697	Murphy, Michael	10/27/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire

EXHIBIT B – December 2, 2014

Off Probation - Promotional Reporting Period – 9/1/14 – 11/9/14

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3652	Butler, Myron	3/3/2014	Equipment Operator	Street	Lead Equipment Operator	Street	9/3/14
3652	Johnson, Kay	3/3/2014	Equipment Operator	Street	Lead Equipment Operator	Street	9/3/14
3513	Skiles, Daniel	3/3/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire	9/3/14
3513	Davis, Ryan	3/3/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire	9/3/14
3646	O'Kane, Michael	3/17/2014	Water Service Technician	Water	Equipment Operator	Street	9/17/14
3254	Kippes, Larry	3/17/2014	Electrical Inspector	Planning/ Bldg Services	Chief Electrical Inspector	Planning/ Bldg Services	9/17/14
3657	Fleming, Christopher	3/17/2014	Water Distribution Service Technician	Water	Lead Equipment Operator	Water Rec	9/17/14
3655	Peterson, Angela	3/17/2014	Patient Specialist Technician	Health	Billing Specialist	Health	9/17/14
3608	Gearman, Candice	3/17/2014	Police Officer	Police	Police Sergeant	Police	9/17/14
3513	Burdick, Guy	3/31/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	9/30/14
3513	Lacey, William Greg	3/31/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	9/30/14
3652	Sundvold, Chad	3/31/2014	Equipment Operator	Street	Lead Equipment Operator	Street	09/31/14
3661	Hein, Kristy	3/31/2014	Technical Clerk	Park	Billing Cashier	Water	09/31/14
3666	Vermillion, Keven	4/14/2014	Landfill Scale Operator	Landfill	Landfill Equipment Operator	Landfill	10/14/14
3608	Walton, Tarah	4/14/2014	Police Officer	Police	Police Sergeant	Police	10/14/14
3608	Benson, Aaron	4/28/2014	Police Officer	Police	Police Sergeant	Police	10/28/14
3513	Fedders, Timothy	4/28/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire	10/28/14
3513	Rangel, Kirk	4/28/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire	10/28/14
3621	Johnson, Curtis	4/28/2014	Fire Fighter	Fire	Fire Inspector	Fire	10/28/14

EXHIBIT B – December 2, 2014

Transfers - Reporting Period – 9/1/14 – 11/9/14

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3695	Smith, Charles	10/27/2014	Fire Captain	Fire	Fire Inspector	Fire
3706	Dawley, Trev	11/3/2014	Mechanic	Fleet	Maintenance Mechanic	Water Rec

Off Probation - Transfers - Reporting Period – 9/1/14 – 11/9/14

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
8647	Voigt, Jonathan	3/17/2014	Water Distribution Systems Tech	Water	Equipment Operator	Street	9/17/14

Reassignments – Chapter 30/Reclassifications Reporting Period – 9/1/14 – 11/9/14

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Lindekugel, Rebecca	10/13/2014	Building Services Aide	Planning/Bldg Services	Permit Technician	Planning/Bldg Services
Hopper, Cherie	10/13/2014	Building Services Aide	Planning/Bldg Services	Permit Technician	Planning/Bldg Services
Hovaldt, Tonya	10/13/2014	Building Services Aide	Planning/Bldg Services	Permit Technician	Planning/Bldg Services
Picard, Laurie	10/13/2014	Building Services Aide	Planning/Bldg Services	Permit Technician	Planning/Bldg Services

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Separations – Reporting Period – 9/1/14 – 11/9/14

Name	Separation Date	Hire Date	MOU	Classification
Mielke, Brian	9-3-14	4-20-87	Fire	Fire Captain
Rahn, Richard	9-19-14	5-19-14	Water	Water Distribution System Technician
Abrahamson, Thomas	9-19-14	7-14-14	Water	Water Distribution System Technician
Campbell, Chad	9-22-14	3-31-08	Police	Police Officer
Downs, Russell	9-26-14	12-17-84	Fire	Fire Inspector
Seager, Eric	10-2-14	8-6-12	Central Services	Network Security Administrator
Bossmann, Alan	10-10-14	12-16-91	Planning/Bldg Services	Building Inspector
Faber, Kay	10-10-14	5-31-76	Police	Administrative Assistant
Greene, Linda	10-10-14	7-11-88	Library	Library Associate
Janssen, Larry	10-10-14	5-24-93	Park	Park Service Worker
Sanders, Wayne	10-10-14	11-4-85	Water	Lead Maintenance Mechanic
Shields, Margarette	10-10-14	2-9-87	Library	Library Technician
Smith, Michael	10-14-14	6-27-88	Water Rec	Maintenance Mechanic
Boe, Robert	10-17-14	7-16-79	Light	Line Worker
Muhmel, David	10-17-14	8-27-84	Street	Street Maint Supervisor
VanAartsen, Steven	10-17-14	5-7-84	GIS	GIS Supervisor
Waits, Randy	10-17-14	4-18-84	Engineering	Right-of-Way Coordinator
Wilking, Darrell	10-17-14	2-5-90	Police	Police Officer
Shillander, Francisco	10-28-14	4-1-13	Central Services	System Administrator
Kircher, David	11-6-14	3-10-08	Fire	Fire Inspector

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Separations within Probation Period Reporting Period – 9/1/14 – 11/9/14

Name	Separation Date	Hire Date	MOU	Classification
Stokke, Matthew	9-15-14	2-24-14	Police	Police Officer
Lista, Edward	10-29-14	7-7-14	Facilities Mgmt	Custodial Worker

Return to Civil Service Reporting Period – 9/1/14 – 11/9/14

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