

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

December 1, 2014  
Human Resources Conference Room  
12 Noon

MEMBERS PRESENT: Carpenter, Hanson, Hitzemann

MEMBERS ABSENT: Grevlos

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:18 p.m. on December 1, 2014.
- 2) **A motion was made by Hitzemann and seconded by Carpenter to approve the minutes of the October 14, 2014, meeting.** Motion carried unanimously.
- 3) **A motion was made by Carpenter and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**
  - 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

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 Carpenter, seconded by Hitzemann to amend Elizabeth Odden from Promotions to Transfers. A motion was made by Hitzemann, seconded by Carpenter to order the personnel actions recorded as amended 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 issue at 12:25 p.m. A motion was made by Hitzemann, seconded by Carpenter to exit Executive Session at 12:34 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) **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, January 28, 2015, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:39 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## 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

<b>EO #</b>	<b>Category</b>	<b>Change</b>	<b>Job Title</b>	<b>OCC Code</b>	<b>Scale</b>
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
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
3699	Odden, Elizabeth	9/29/2014	Eng. Document Control Specialist	Engineering	Administrative Assistant	Police
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



## EXHIBIT B – December 2, 2014

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

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
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

## EXHIBIT B – December 2, 2014

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

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
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

<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.