

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

May 7, 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 12:13 p.m. on May 7, 2014.
- 2) **A motion was made by Carpenter and seconded by Hitzemann to approve the minutes of the March 5, 2014, 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 3652 Lead Equipment Operator - Streets
  - b. Entrance Eligibility List 3662 Custodial Worker (3 months)
  - c. Entrance Eligibility List 3666 Landfill Equipment Operator (6 months)
  - d. Entrance Eligibility List 3667 Electrical Inspector

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 issue at 12:22 p.m. A motion was made by Hitzemann, seconded by Carpenter to exit Executive Session at 12:24 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, July 9, 2014, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:27 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – May 7, 2014, CSB Meeting

### 1. Advertising: Reporting Period – February 17, 2014 – April 27, 2014

Water Program Coordinator	Park Service Worker
Custodial Worker	Landfill Equipment Operator
Police Officer	Engineering Technician
Lead Water Distribution System Technician	Water Service Technician
Water Distribution System Technician	Electrical Inspector
Librarian	Branch Librarian
Sewer Collection Technician	Light Superintendent

### 2. Eligibility List – Reporting Period – February 17, 2014 – April 27, 2014

3648	ENTRANCE	ASSISTANT CITY ATTORNEY	18-May-14
3649	ENTRANCE	POLICE OFFICER	N/A
3650	ENTRANCE	MULTIMEDIA SUPPORT SUPERVISOR	11-May-14
3651	VOID		
3652	PROMO/TRANS	LEAD EQUIPMENT OPERATOR - STREETS	21-May-14
3653	ENTRANCE	WATER SERVICE TECHNICIAN	20-May-14
3654	ENTRANCE	FIREFIGHTER	N/A
3655	PROMO/TRANS	BILLING SPECIALIST	28-May-14
3656	ENTRANCE	CLINICAL SERVICES MANAGER	5-Jun-14
3657	PROMO/TRANS	LEAD EQUIPMENT OPERATOR-WATER REC	6-Jun-14
3658	ENTRANCE	SEWER COLLECTION TECHNICIAN	14-Jun-14
3659	ENTRANCE	ENVIRONMENTAL TECHNICIAN	10-Jun-14
3660	PROMO/TRANS	CHIEF ELECTRICAL INSPECTOR	11-Jun-14
3661	PROMO/TRANS	BILLING CASHIER	27-May-14
3662	ENTRANCE	CUSTODIAL WORKER	21-Jun-14
3663	PROMO/TRANS	LEAD WATER DISTRIBUTION SYSTEM TECHNICIAN	24-Jun-14
3664	ENTRANCE	ENGINEERING TECHNICIAN	27-Jun-14
3665	ENTRANCE	PARK SERVICE WORKER	2-Jul-14
3666	ENTRANCE	LANDFILL EQUIPMENT OPERATOR	3-Jul-14
3667	ENTRANCE	ELECTRICAL INSPECTOR	7-Jul-14
3668	PROMO/TRANS	WATER PROGRAM COORDINATOR	4-Jul-14
3669	ENTRANCE	WATER PROGRAM COORDINATOR WATER DISTRIBUTION SYSTEM	4-Jul-14
3670	ENTRANCE	TECHNICIAN	8-Jul-14
3671	ENTRANCE	WATER SERVICE TECHNICIAN	14-Jul-14

**Exhibit A Section 3 – May 7, 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>
14-04	Midmanagement	Add	Clinical Quality Coordinator	076	C42-1
14-04	General	Delete	Fleet Maintenance Coordinator	529	B31-2

**EXHIBIT B – May 7, 2014**

**New Hires – Reporting Period 2/17/14 – 4/27/14**

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>Hire Date</b>	<b>MOU</b>
3610	Sees, Jacob	Water Distribution System Tech	2/18/2014	Water
3645	Schmiesing, James	Equipment Operator	2/18/2014	Street
3649	Stokke, Matt	Police Officer	2/24/2014	Police
3649	Stenzel, Brittany	Police Officer	2/24/2014	Police
3649	Meath, Joseph	Police Officer	2/24/2014	Police
3640	Paulsen, Emily	HR Specialist	3/3/2014	Human Resources
3638	Miller, Karissa	Advanced Practice Provider	3/3/2014	Health
3639	Huff, Kimberly	Technical Clerk	3/3/2014	Health
3654	Pontrelli, Mitchell	Firefighter	3/3/2014	Fire
3654	Sharpe, Garrett	Firefighter	3/3/2014	Fire
3654	Lehr, Ryan	Firefighter	3/3/2014	Fire
3654	Murphy, Kyle	Firefighter	3/3/2014	Fire
3654	Hanson, Anthony	Firefighter	3/3/2014	Fire
3654	Rahm, James	Firefighter	3/3/2014	Fire
3654	Stark, Ian	Firefighter	3/3/2014	Fire
3654	Flannery, Robbie	Firefighter	3/3/2014	Fire
3654	Herther, Adam	Firefighter	3/3/2017	Fire
3654	Pugliese, Travis	Firefighter	3/3/2014	Fire
3654	Mayfield, Colt	Firefighter	3/3/2014	Fire
3641	Bliek, Lora	LPN	3/10/2014	Health
3650	Holsen, Grace	Multi Media Support Supervisor	3/10/2014	Multimedia Support
3643	Larsen, Jennifer	Patient Support Tech	3/17/2014	Health
3642	Buysse, Michael	Building Maintenance Worker	3/17/2014	Facilities Mgmt
3653	Wilshusen, Jeffrey	Water Service Tech	3/17/2014	Water
3658	Amen, Daniel	Sewer Collection Tech	3/17/2014	Water Rec
3653	Herda, Andrew	Water Service Tech	3/17/2014	Water
3645	Jensen, Tim	Equipment Operator	3/31/2014	Street
3645	Rufener, Jesse	Equipment Operator	3/31/2014	Street
3656	Sweeney, Vanessa	Clinical Services Manager	3/31/2014	Health
3659	Carlson, Trevor	Environmental Technician	3/31/2014	Water Rec
3643	Davis, Cheri	Patient Support Technician	3/31/2014	Health
3638	Dohn, Charlotte	Advanced Practice Provider	4/7/2014	Health
3638	Larsen, Whitney	Advanced Practice Provider	4/7/2014	Health
3667	Pike, Keith	Electrical Inspector	4/14/2014	Planning
3648	Best, Diane	Assistant City Attorney	4/14/2014	Attorney
3662	Woods, Brian	Custodial Worker	4/14/2014	Facilities Mgmt

**EXHIBIT B – May 7, 2014**

**Off Probation – Entrance  
Reporting Period – 2/17/14 – 4/27/14**

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>New Hire</b>	<b>MOU</b>	<b>Date Probation Completed</b>
3548	Martin, Taylor	Police Officer	2/19/2013	Police	2/19/2014
3548	Larson, Joseph	Police Officer	2/19/2013	Police	2/19/2014
3508	Harrington, Erik	Equipment Operator	2/19/2013	Street	2/19/2014
3562	Metz, Clinton	Park Service Worker	3/18/2013	Park	3/18/2014
3562	Plucker, Katie	Park Service Worker	3/18/2013	Park	3/18/2014
3565	Shillander, Francisco	System Administrator	4/1/2013	IT	4/1/2014
3561	Flagg, Walter	LPN	4/1/2013	Health	4/1/2014

**Promotions - Reporting Period – 2/17/14 – 4/27/14**

<b>Eligibility List #</b>	<b>Name</b>	<b>Date Promoted</b>	<b>Former Classification</b>	<b>MOU</b>	<b>New Classification</b>	<b>New MOU</b>
6075	Flogstad, Ryan	2/17/2014	Police Officer	Police	Police Sergeant	Police
4727	Chambers, Jeffrey	2/17/2014	Sewer Collection Tech	Water Rec	Lead Sewer Collection Tech	Water Rec
8632	Van De Rostyne, Zachary	2/17/2014	Environmental Technician	Water Rec	Environmental Health Specialist	Health
3652	Butler, Myron	3/3/2014	Equipment Operator	Street	Lead Equipment Operator	Street
3652	Johnson, Kay	3/3/2014	Equipment Operator	Street	Lead Equipment Operator	Street
3513	Skiles, Daniel	3/3/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire
3513	Davis, Ryan	3/3/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire
3646	O'Kane, Michael	3/17/2014	Water Service Technician	Water	Equipment Operator	Street
3254	Kippes, Larry	3/17/2014	Electrical Inspector	Planning	Chief Electrical Inspector	Planning
3657	Fleming, Christopher	3/17/2014	Water Distribution Service Technician	Water	Lead Equipment Operator	Water Rec
3655	Peterson, Angela	3/17/2014	Patient Specialist Technician	Health	Billing Specialist	Health
3608	Gearman, Candice	3/17/2014	Police Officer	Police	Police Sergeant	Police
3633	Larsen, Blaine	3/17/2014	Police Lieutenant	Police	Police Captain	Police

**EXHIBIT B – May 7, 2014**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3632	Duprey, John	3/17/2014	Police Sergeant	Police	Police Lieutenant	Police
3652	Sundvold, Chad	3/31/2014	Equipment Operator	Street	Lead Equipment Operator	Street
3663	Lewis, Joshua	3/31/2014	Water Distribution Systems Tech	Water	Lead Water Distribution System Tech	Water
3661	Hein, Kristy	3/31/2014	Technical Clerk	Park	Billing Cashier	Water
3666	Vermillion, Keven	4/14/2014	Landfill Scale Operator	Landfill	Landfill Equipment Operator	Landfill
3632	Gries, Keith	4/14/2014	Police Sergeant	Police	Police Lieutenant	Police
3608	Walton, Tarah	4/14/2014	Police Officer	Police	Police Sergeant	Police

**Off Probation - Promotional  
Reporting Period – 2/17/14 – 4/27/14**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3513	Duffy, Patrick	8/19/2013	Firefighter	Fire	Fire Apparatus Operator	Fire	2/19/14
3591	Wilfahrt, Joseph	8/19/2013	Library Assistant	Library	Library Associate	Library	2/19/14
3604	Boysen, Mitchell	9/30/2013	Vehicle/Equip Service Worker	Fleet	Mechanic	Fleet	3/30/14

**Transfers - Reporting Period – 2/17/14 – 4/27/14**

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

**Off Probation - Transfers - Reporting Period – 2/17/14 – 4/27/14**

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3600	Brown, Sonya	10/23/2013	Technical Clerk	Street	Police Evidence Technician	Police	4/23/14

**EXHIBIT B – May 7, 2014**

**Reassignments – Chapter 30/Reclassifications  
Reporting Period – 2/17/14 – 4/27/14**

<b>Name</b>	<b>Date</b>	<b>Former Classification</b>	<b>Former MOU</b>	<b>New Classification</b>	<b>New MOU</b>
Songstad, Janelle	2/17/2014	Parking Patrol	Public Parking	Lead Parking Patrol	Public Parking

**Separations – Reporting Period – 2/17/14 – 4/27/14**

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Davis, Kevin	2-21-14	4-1-85	Fire	Fire Captain
Hanson, Corliss	2-21-14	4-12-82	Water Billing	Billing Cashier
Hinckley, Lynn	2-21-14	9-5-78	Human Resources	HR Payroll Analyst
McNamara, Bill	2-21-14	1-2-97	Fire	Fire Apparatus Operator
Bornitz, Edward	2-28-14	4-19-76	Water	Lead Water Distribution System Tech
Jensen, Mark	3-14-14	2-14-83	Police	Police Captain
Paulson, Karla	3-14-14	12-21-81	Multimedia Support	Multimedia Support Supervisor
Miller, Randy	3-15-14	12-17-84	Fire	Fire Captain
Kewley, Thomas	3-18-14	4-5-10	Parks	Park Service Worker
Ensz, Kelly	3-25-14	2-26-90	Fire	Fire Apparatus Operator
Brown, Joseph	3-28-14	1-25-99	Street	Lead Equipment Operator
Chambers, Newell	4-4-14	1-12-76	Street	Equipment Operator
Kappel, Robert	4-10-14	9-9-85	Landfill	Environmental Manager
Burkard, Michael	4-11-14	9-22-75	Light	Light Superintendent
Miller, Jerome	4-11-14	3-27-89	Police	Police Lieutenant
Parcel, Kerry	4-11-14	4-13-92	Parks	Park Service Worker
Reddy, Joan	4-11-14	6-1-95	Library	Assistant Library Director
Iverson, Geriann	4-14-14	6-25-12	Health	LPN



**EXHIBIT B – May 7, 2014**

**Separations within Probation Period  
Reporting Period – 2/17/14 – 4/27/14**

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Bintliff, Corey	2-26-14	8-5-13	Police	Police Officer

**Return to Civil Service  
Reporting Period – 2/17/14 – 4/27/14**

<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.