

City of Sioux Falls
Civil Service Board
MINUTES

May 6, 2015

Human Resources Conference Room

12 Noon

MEMBERS PRESENT: Carpenter, Grevlos, Hanson, Hitzemann

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:10 p.m. on May 6, 2015.
- 2) **A motion was made by Hitzemann and seconded by Grevlos to approve the minutes of the March 4, 2015, meeting.** Motion carried unanimously.
- 3) **A motion was made by Grevlos and seconded by Carpenter to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Entrance Eligibility List 3746 Maintenance Mechanic – Water (6 months)
 - b. Entrance Eligibility List 3747 Water Service Technician (6 months)
 - c. Entrance Eligibility List 3754 Traffic Sign Technician
 - d. Entrance Eligibility List 3756 Advanced Practice Provider

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 Grevlos to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Grevlos , seconded by Carpenter that the Civil Service Board enter Executive Session to discuss personnel issues at 12:20 p.m. Motion carried unanimously. **A motion was made by Grevlos, seconded by Carpenter to exit Executive Session at 12:25p.m.** Motion carried unanimously.

- 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 Grevlos seconded to adjourn the meeting. Motion carried unanimously.**

The Civil Service Board Members recognized and thanked Mike Grevlos for his service to the Civil Service Board as this was his last Civil Service Meeting.

The Board will meet on Wednesday, July 8, 2015, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:26 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

EXHIBIT A – May 6, 2015, CSB Meeting

1. Advertising: Reporting Period – February 16, 2015 – April 26, 2015

Environmental Analyst	Traffic Signal Technician
Civil Engineer/P.E.	GIS Specialist
Controls Technician	Advanced Practice Provider
Human Relations Technician	Billing Cashier
Community Development Technician	Business Analyst
Urban Planner	Animal Control Officer
Police Officer	Equipment Operator
Laborer	

2. Eligibility List – Reporting Period – February 16, 2015 – April 26, 2015

3742	ENTRANCE	CIVIL ENGINEER/P.E. - WATER RECLAMATION	18-May-15
3743	PROMO/TRANS	ENGINEERING TECHNICIAN II	17-May-15
3744	PROMO/TRANS	POLICE LIEUTENANT	5-Mar-16
3745	ENTRANCE	WASTEWATER OPERATOR	9-Jun-15
3746	ENTRANCE	MAINTENANCE MECHANIC - WATER	10-Jun-15
3747	ENTRANCE	WATER SERVICE TECHNICIAN	11-Jun-15
3748	PROMO/TRANS	LEAD WASTEWATER OPERATOR	17-Jun-15
3749	ENTRANCE	INFORMATION TECHNOLOGY SUPPORT ANALYST	16-Jun-15
3750	PROMO/TRANS	INFORMATION TECHNOLOGY SUPPORT ANALYST	16-Jun-15
3751	ENTRANCE	ENVIRONMENTAL ANALYST	18-Jun-15
3752	ENTRANCE	CIVIL ENGINEER/P.E. - TRAFFIC	30-Jun-15
3753	ENTRANCE	GIS SPECIALIST	1-Jul-15
3754	ENTRANCE	TRAFFIC SIGNAL TECHNICIAN	6-Jul-15
3755	PROMO/TRANS	TRAFFIC SIGNAL TECHNICIAN	6-Jul-15
3756	ENTRANCE	ADVANCED PRACTICE PROVIDER	9-Jul-15
3757	ENTRANCE	CONTROLS TECHNICIAN	13-Jul-15

EXHIBIT A Section 3 – May 6, 2015, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
15-14	General	Delete	Contract Compliance Specialist	922	B24
15-14	General	Add	Community Development Technician	236	B24
15-28	Midmanagement	Add	Code Enforcement Manager	505	C52
15-28	Midmanagement	Delete	Assistant Director of Planning and Building Services	003	D72

EXHIBIT B – May 6, 2015

New Hires – Reporting Period 2/16/15 – 4/26/15

Eligibility List #	Name	Classification	Hire Date	MOU
3735	Spellmeyer, Patrick	Engineering Technician	2/23/2015	Engineering
3738	Campbell, Ryan	Utility Electrician	2/23/2015	Light
3681	Dubbelde, Lisa	Billing Cashier	2/23/2015	Utility Billing
3736	Gunn, Jennifer	LPN	2/23/2015	Health
3740	Baireddy, Vandhana	Human Rights Community Coordinator	3/2/2015	Attorney
3742	Pankonin, Sara	Civil Engineer PE	3/16/2015	Engineering
3735	Knoll, Michell	Engineering Technician	3/23/2015	Engineering
3745	Watson, Eric	Wastewater Operator	3/30/2015	Water Rec
3747	Hendrickson, Russell	Water Service Technician	3/30/2015	Water Maint
3745	Young, Zachary	Wastewater Operator	4/6/2015	Water Rec

Off Probation – Entrance Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3610	Sees, Jacob	Water Distribution System Tech	2/18/2014	Water Main	2/18/2015
3645	Schmiesing, James	Equipment Operator	2/18/2014	Street	2/18/2015
3640	Paulsen, Emily	HR Specialist	3/3/2014	Human Resources	3/3/2015
3638	Miller, Karissa	Advanced Practice Provider	3/3/2014	Health	3/3/2015
3639	Huff, Kimberly	Technical Clerk	3/3/2014	Health	3/3/2015
3654	Pontrelli, Mitchell	Firefighter	3/3/2014	Fire	3/3/2015
3654	Sharpe, Garrett	Firefighter	3/3/2014	Fire	3/3/2015
3654	Lehr, Ryan	Firefighter	3/3/2014	Fire	3/3/2015
3654	Murphy, Kyle	Firefighter	3/3/2014	Fire	3/3/2015
3654	Hanson, Anthony	Firefighter	3/3/2014	Fire	3/3/2015
3654	Rahm, James	Firefighter	3/3/2014	Fire	3/3/2015
3654	Stark, Ian	Firefighter	3/3/2014	Fire	3/3/2015
3654	Flannery, Robbie	Firefighter	3/3/2014	Fire	3/3/2015
3654	Herther, Adam	Firefighter	3/3/2017	Fire	3/3/2015
3654	Pugliese, Travis	Firefighter	3/3/2014	Fire	3/3/2015
3654	Mayfield, Colt	Firefighter	3/3/2014	Fire	3/3/2015
3641	Bliek, Lora	LPN	3/10/2014	Health	3/10/2015
3650	Holsen, Grace	Multi Media Support Supervisor	3/10/2014	Multi Media Support	3/10/2015
3643	Larsen, Jennifer	Patient Support Tech	3/17/2014	Health	3/17/2015
3642	Buysse, Michael	Building Maintenance Worker	3/17/2014	Facilities Mgmt	3/17/2015
3658	Amen, Daniel	Sewer Collection Tech	3/17/2014	Water Rec	3/17/2015
3653	Herda, Andrew	Water Service Tech	3/17/2014	Water Maint	3/17/2015

EXHIBIT B – May 6, 2015

3645	Jensen, Tim	Equipment Operator	3/31/2014	Street	3/31/2015
3645	Rufener, Jesse	Equipment Operator	3/31/2014	Street	3/31/2015
3656	Sweeney, Vanessa	Clinical Services Manager	3/31/2014	Health	3/31/2015
3659	Carlson, Trevor	Environmental Technician	3/31/2014	Water Rec	3/31/2015
3643	Davis, Cheri	Patient Support Technician	3/31/2014	Health	3/31/2015
3638	Larsen, Whitney	Advanced Practice Provider	4/7/2014	Health	4/7/2015
3667	Pike, Keith	Electrical Inspector	4/14/2014	Urban Mgmt	4/14/2015
3648	Best, Diane	Assistant City Attorney	4/14/2014	Attorney	4/14/2015
3662	Woods, Brian	Custodial Worker	4/14/2014	Facilities Mgmt	4/14/2015

Promotions - Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3743	Scott Hinrichs	3/2/2015	Engineering Tech	Engineering	Engineering Tech II	Engineering
3744	Kyle Hoekstra	3/16/2015	Police Sergeant	Police	Police Lieutenant	Police
3701	James Buteyn	3/16/2015	Police Officer	Police	Police Sergeant	Police
3748	Robert Montis	3/30/2015	Wastewater Operator	Water Rec	Lead Wastewater Operator	Water Rec
3695	Dave Sunde	4/13/2015	Fire Apparatus Operator	Fire	Fire Inspector	Fire
3700	Rocky Foster	4/13/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire
3755	Zachary Bruns	4/13/2015	Traffic Sign Technician	Engineering	Traffic Signal Technician	Engineering

Off Probation - Promotional Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3697	Jensen, David	9/15/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	3/15/15
3697	Orth, Conley	9/15/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	3/15/15
3700	Nelsen, Terry	9/15/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/15/15
3700	Ridge, John	9/15/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/15/15

EXHIBIT B – May 6, 2015

Transfers - Reporting Period – 2/16/15 – 4/26/15

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

Off Probation - Transfers - Reporting Period – 2/16/15 – 4/26/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3699	Odden, Elizabeth	9/29/2014	Eng. Document Control Specialist	Engineering	Administrative Assistant	Police	3/30/15

Reassignments – Chapter 30/Reclassifications Reporting Period – 2/16/15 – 4/26/15

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Janson Exner	1/5/2015	Registered Nurse	Health	Nurse Case Manager	Health
Erin Ormseth	1/26/2015	Application Development Analyst	Technology	System Administrator	Technology
Beverly Liesinger	3/2/2015	Librarian	Library	Branch Librarian	Library
Alysia Boysen	3/2/2015	Librarian	Library	Branch Librarian	Library

EXHIBIT B – May 6, 2015

Separations – Reporting Period – 2/16/15 – 4/26/15

Name	Separation Date	Hire Date	MOU	Classification
Tobias, Matthew	2-18-15	8-14-06	Landfill	Environmental Analyst
McElroy, Dave	2-19-15	12-4-95	Landfill	Sanitary Landfill Supervisor
Johnson, Jeremy	2-20-15	4-6-09	Health	Dentist
Rokusek, Kevin	2-27-15	3-15-99	Technology	Application Development Analyst
Vo, Leticia	2-27-15	8-14-00	Technology	Application Development Analyst
Smith, Kevin	2-27-15	8-26-91	Urban Management	Assistant Director of Planning & Bldg Services
Cranmer, Donna	3-5-15	2-3-87	Library	Technical Services Librarian
Swain, Derek	3-9-15	1-12-15	Fire	Fire Fighter
Lyon, Patricia	3-13-15	10-6-86	Police	Assistant Police Chief
Ostrom, Byron	3-17-15	1-12-15	Fire	Fire Fighter
Kingsley, Debra	3-23-15	1-21-80	Water Rec	Lead Wastewater Operator
Veurink, Robbie	4-1-15	3-26-12	Engineering	Civil Engineer
Garry, Carol	4-10-15	12-13-93	Attorney	Human Relations Technician
Lindquist, Nicholle	4-10-15	1-13-14	Library	Library Assistant
Trotter, Jennifer	4-10-15	11-21-05	Police	Animal Control Officer
Kutz, Robert	4-15-15	8-21-00	Parks	Parts Worker
Brown, Dustin	4-16-15	12-7-09	Police	Police Officer
Johnson, Kelsi	4-17-15	3-8-10	Technology	Data Center Supervisor
Niemann, John	4-17-15	2-15-84	Street	Equipment Operator

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Separations within Probation Period Reporting Period – 2/16/15 – 4/26/15

Name	Separation Date	Hire Date	MOU	Classification
Brovold, Mistie	2-20-15	9-15-14	Finance	Business Analyst
Dohn, Charlotte	2-27-15	4-7-14	Health	Advanced Practice Provider
Pehrson, Alissa	3-20-15	8-11-14	Utility Billing	Billing Cashier
Angelo, Zachary	4-3-15	11-24-14	Water Pur	Water Distribution System Tech
Santa Maria, Dominick	4-8-15	7-7-14	Police	Police Officer
Kroon, James	4-16-15	10-20-14	Police	Police Officer

Return to Civil Service Reporting Period – 2/16/15 – 4/26/15

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