

AGENDA

City of Sioux Falls
Civil Service Board

November 4, 2015, Meeting

**HUMAN RESOURCES
CONFERENCE ROOM
12 NOON**

1. Call to Order/Roll Call.
2. Approval of Minutes—September 2, 2015.
3. There are no Requests to Extend the Current Eligibility Lists.
4. Approve Personnel Actions (Exhibit A).
 - a. Advertising
 - b. Eligibility Lists
 - c. Classification Plan Amendments
5. Record Personnel Actions by MOU (Exhibit B).
 - a. New hires/off probation entrance
 - b. Promotions/off probation
 - c. Transfers/off probation
 - d. Reassignments
 - e. Separations
6. Executive Session (Not for Public Disclosure)—Record Disciplinary Actions by MOU (Exhibit C).
 - a. Suspension
 - b. Demotion
 - c. 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**

September 2, 2015
Human Resources Conference Room
12 Noon

MEMBERS PRESENT: Carpenter, Hanson, Hitzemann

MEMBERS ABSENT: Burnley

STAFF PRESENT: Uthe and O'Toole

1. The meeting was called to order at 12:14 p.m. on September 2, 2015.
2. **A motion was made by Hitzemann and seconded by Carpenter to approve the minutes of the July 8, 2015, 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 3773 IT Infrastructure Manager
 - b. Promotional/Transfer Eligibility List 3774 IT Infrastructure Manager
 - c. Entrance Eligibility List 3779 Animal Control Supervisor (6 months)
 - d. Entrance Eligibility List 3783 Nurse Case Manager
 - e. Promotional/Transfer Eligibility List 3786 Zoning Enforcement Officer

Motion carried unanimously.

4. **A motion was made by Hitzemann, 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.

A motion was made by Carpenter, seconded by Hitzemann, that the Civil Service Board enter Executive Session to discuss personnel issues at 12:23 p.m. Motion carried unanimously. **A motion was made by Hitzemann, seconded by Carpenter, to exit Executive Session at 12:28 p.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 Carpenter seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, November 4, 2015, at 12 noon in the Human Resources Conference Room.

Meeting was adjourned at 12:30 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

DRAFT

Exhibit A
November 4, 2015, CSB Meeting

1. Advertising—Reporting Period: August 17, 2015–October 11, 2015

Park Supply Specialist	Building Inspector
Wastewater Operator	Landfill Equipment Operator
Building Inspector	Water Distribution System Supervisor
Human Rights Community Coordinator	Landfill Scale Operator
Technical Support Specialist	Civil Engineer/P.E.
Lead Building Maintenance Mechanic	Web Content Specialist
Paralegal	

2. Eligibility List—Reporting Period: August 17, 2015–October 11, 2015

3794	ENTRANCE	CUSTODIAL WORKER	18-Nov-15
3795	ENTRANCE	REGISTERED NURSE	26-Nov-15
3796	ENTRANCE	LANDFILL SCALE OPERATOR	1-Dec-15
3797	ENTRANCE	LANDFILL OPERATIONS MANAGER	3-Dec-15
3798	ENTRANCE	SYSTEM ADMINISTRATOR	10-Dec-15
3799	PROMO/TRANS	POLICE RECORDS SUPERVISOR	11-Dec-15
3800	ENTRANCE	POLICE RECORDS SUPERVISOR	11-Dec-15
3801	ENTRANCE	TECHNICAL CLERK—POLICE	15-Dec-15
3802	PROMO/TRANS	TECHNICAL CLERK—POLICE	15-Dec-15
3803	PROMO/TRANS	PRINCIPAL ENGINEER	17-Dec-15
3804	PROMO/TRANS	FIRE CAPTAIN	18-Sep-16
3805	PROMO/TRANS	BUILDING MAINTENANCE SUPERVISOR	21-Dec-15
3806	ENTRANCE	WASTEWATER OPERATOR	22-Dec-15
3807	PROMO/TRANS	POLICE SERGEANT	24-Sep-16
3808	PROMO/TRANS	POLICE CAPTAIN	1-Oct-16
3809	ENTRANCE	POLICE OFFICER	N/A
3810	ENTRANCE	BUILDING INSPECTOR	1-Jan-16
3811	ENTRANCE	PARK SUPPLY SPECIALIST	2-Jan-16
3812	PROMO/TRANS	WATER DISTRIBUTION SYSTEM SUPERVISOR	6-Jan-16
3813	ENTRANCE	LANDFILL EQUIPMENT OPERATOR	8-Jan-16

**Exhibit A Section 3
November 4, 2015, CSB Meeting**

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
15-39	Midmanagement	Add	Building Maintenance Supervisor	281	C42
15-39	Midmanagement	Delete	Custodial Supervisor	286	C41
15-39	Midmanagement	Add	Custodial Supervisor	286	C42
15-43	General	Add	Fire Protective Equipment Technician	103	B23
15-44	Classified	Add	Web Content Specialist	129	B23

EXHIBIT B
November 4, 2015

New Hires—Reporting Period: 8/17/15–10/11/15

Eligibility List #	Name	Classification	Hire Date	MOU
3787	Grogan, Kyle	Recreation Program Specialist	8/24/2015	Park
3792	Whipple, Daniel	Engineering Technician	8/31/2015	Engineering
3788	Tobias, Matthew	Code Enforcement Manager	9/8/2015	Urban Mgmt
3795	Welbig, Tina	Registered Nurse	9/21/2015	Health
3794	Adam, Kassim	Custodial Worker	9/28/2015	Facilities Mgmt
3798	Nielsen, Joseph	System Administrator	10/5/2015	Technology

Off Probation—Entrance
Reporting Period: 8/17/15–10/11/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3685	Billings, Nicholas	Police Officer	7/7/2014	Police	10/7/2015
3685	Baltazar, Ryan	Police Officer	7/7/2014	Police	10/7/2015
3685	Mathis, Skyler	Police Officer	7/7/2014	Police	10/7/2015
3685	Huemoeller, Kylie	Police Officer	7/7/2014	Police	10/7/2015
3685	Fox, Brady	Police Officer	7/7/2014	Police	10/7/2015
3685	Meyer, Dustin	Police Officer	7/7/2014	Police	10/7/2015
3685	DeNeui, Darren	Police Officer	7/7/2014	Police	10/7/2015
3685	Larson, Evan	Police Officer	7/7/2014	Police	10/7/2015
3685	Anker, Dirk	Police Officer	7/7/2014	Police	10/7/2015
3685	Parrott, Andrew	Police Officer	7/7/2014	Police	10/7/2015
3702	Welbig, James	Building Inspector	9/24/2014	Urban Mgmt	9/24/2015

Promotions—Reporting Period: 8/17/15–10/11/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3804	David Jensen	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire
3804	Brian Kringstad	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire
3804	Clint DeBoer	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire
3804	Michael Murphy	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire
3805	Jeremy Williams	9/28/2015	Lead Building Maintenance Mechanic	Facilities Management	Building Maintenance Supervisor	Facilities Management
3803	Lance Weatherly	9/28/2015	Civil Engineer P.E.	Engineering	Principal Engineer	Engineering

**EXHIBIT B
November 4, 2015**

**Off Probation—Promotional
Reporting Period: 8/17/15–10/11/15**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3743	Scott Hinrichs	3/2/2015	Engineering Tech	Engineering	Engineering Tech II	Engineering	9/2/15
3701	James Buteyn	3/16/2015	Police Officer	Police	Police Sergeant	Police	9/16/15
3748	Robert Montis	3/30/2015	Wastewater Operator	Water Rec	Lead Wastewater Operator	Water Rec	9/30/15

Transfers—Reporting Period: 8/17/15–10/11/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3793	Shawn Dose	9/14/2015	Fire Apparatus Operator	Fire	Fire Inspector	Fire

Off Probation—Transfers—Reporting Period: 8/17/15–10/11/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed

None to report.

**Reassignments—Chapter 30/Reclassifications
Reporting Period: 8/17/15–10/11/15**

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Cody Moxley	9/14/2015	Lead Water Distribution System Technician	Water Maintenance	Lead Water Distribution System Technician Certified	Water Maintenance

EXHIBIT B
November 4, 2015

Separations—Reporting Period: 8/17/15–10/11/15

Name	Separation Date	Hire Date	MOU	Classification
Statema, Benjamin	8-17-15	4-26-10	Police	Police Officer
Roethler, Cheryl	8-18-15	12-25-78	Police	Technical Clerk
Fraser, Sara	8-20-15	2-25-08	Health	Registered Nurse
Dhoore, Paul	8-28-15	6-25-12	Water Rec	Wastewater Operator
Roemen, Dale	9-14-15	8-15-88	Police	Police Sergeant
Stavenger, Rachel	9-25-15	8-6-12	Police	Police Officer
Egger, Mark	9-26-15	1-4-88	Fire	Fire Captain

Separations within Probation Period
Reporting Period: 8/17/15–10/11/15

Name	Separation Date	Hire Date	MOU	Classification
Hoesli, Adrian	8-20-15	1-26-15	Police	Police Officer
Barron, Michael	8-28-15	8-3-15	Fire	Firefighter
DeGroot, Corey	9-8-15	1-26-15	Police	Police Officer

Return to Civil Service
Reporting Period: 8/17/15–10/11/15

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