

City of Sioux Falls
Civil Service Board
MINUTES

July 8, 2015
Mayor's Conference Room
12 Noon

MEMBERS PRESENT: Burnley, Hanson, Hitzemann

MEMBERS ABSENT: Carpenter

STAFF PRESENT: Hannestad, Holsen and O'Toole

1) The meeting was called to order at 12:12 p.m. on July 8, 2015.

The Board welcomed and officially introduced Robin Burnley as the new Civil Service Board Member.

2) **A motion was made by Hitzemann and seconded by Burnley to approve the minutes of the May 6, 2015, meeting.** Motion carried unanimously.

3) **A motion was made by Burnley and seconded by Hitzemann to extend the current eligibility lists for nine months or as requested for the following positions:**

- a. Entrance Eligibility List 3758 Billing Cashier
- b. Entrance Eligibility List 3759 Human Relations Technician
- c. Promotional/Transfer Eligibility List 3761 Community Development Technician
- d. Entrance Eligibility List 3764 Equipment Operator
- e. Promotional/Transfer Eligibility List 3765 Equipment Operator
- f. Entrance Eligibility List 3771 Network Administrator

Motion carried unanimously.

4) **A motion was made by Hitzemann, seconded by Burnley 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 Burnley, seconded by Hitzemann to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Hitzemann, seconded by Burnley that the Civil Service Board enter Executive Session to discuss personnel issues at 12:25 p.m. Motion carried unanimously. **A motion was made by Burnley, seconded by Hitzemann to exit Executive Session at 12:30 p.m.** Motion carried unanimously.

- 6) **A motion was made by Hitzemann, seconded by Burnley 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 Burnley and Hitzemann seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, September 2, 2015, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:31 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – July 8, 2015, CSB Meeting

1. Advertising: Reporting Period – April 27, 2015 – June 21, 2015

Code Enforcement Manager	Civil Engineer/P.E.
Network Administrator	IT Infrastructure Manager
Branch Librarian	Maintenance Mechanic
Animal Control Supervisor	Sanitary Landfill Superintendent
Library Associate	Nurse Case Manager
Zoning Enforcement Officer	Code Enforcement Manager
Environmental/Storm Water Manager	Engineering Technician

2. Eligibility List – Reporting Period – April 27, 2015 – June 21, 2015

3758	ENTRANCE	BILLING CASHIER	21-Jul-15
3759	ENTRANCE	HUMAN RELATIONS TECHNICIAN	27-Jul-15
3760	ENTRANCE	COMMUNITY DEVELOPMENT TECHNICIAN	28-Jul-15
3761	PROMO/TRANS	COMMUNITY DEVELOPMENT TECHNICIAN	28-Jul-15
3762	ENTRANCE	ANIMAL CONTROL OFFICER	30-Jul-15
3763	ENTRANCE	BUSINESS ANALYST	11-Aug-15
3764	ENTRANCE	EQUIPMENT OPERATOR	18-Aug-15
3765	PROMO/TRANS	EQUIPMENT OPERATOR	18-Aug-15
3766	ENTRANCE	LABORER	19-Aug-15
3767	PROMO/TRANS	ENGINEERING TECHNICIAN II	19-Aug-15
3768	ENTRANCE	CIVIL ENGINEER/P.E. - FACILITIES & SUBDIVISIONS	21-Aug-15
3769	ENTRANCE	URBAN PLANNER	28-Aug-15
3770	PROMO/TRANS	URBAN PLANNER	28-Aug-15
3771	ENTRANCE	NETWORK ADMINISTRATOR	1-Sep-15

Exhibit A Section 3 – July 8, 2015, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
15-29	Midmanagement	Delete	Data Center Supervisor	137	C51
15-29	Midmanagement	Add	Information Technology Infrastructure Manager	137	C52
15-29	Midmanagement	Add	Web Developer	131	C43
15-29	Midmanagement	Delete	Information Technology Support Analyst	135	C43
15-29	Midmanagement	Add	Information Technology System Analyst	135	C43
15-31	Midmanagement	Add	Animal Control Supervisor	092	C42
15-32	General	Delete	Library Associate	022	B31
15-32	General	Delete	Library Assistant	020	B21
15-32	General	Add	Library Associate	022	B25
15-33	Midmanagement	Delete	Environmental Manager	549	C52
15-33	Midmanagement	Add	Environmental/Storm Water Manager	551	D61

EXHIBIT B – July 8, 2015

New Hires – Reporting Period 4/27/15 – 6/21/15

Eligibility List #	Name	Classification	Hire Date	MOU
3752	Brickman, Brittany	Civil Engineer	5/4/2015	Engineering
3749	Friedbauer, Dan	IT System Analyst	5/11/2015	Technology
3753	Brynjulson, Austin	GIS Specialist	5/11/2015	Engineering
3751	Metzger, Jill	Environmental Analyst	5/11/2015	Landfill
3746	Morken, Jarod	Maintenance Mechanic	5/11/2015	Water Purification
3759	Lemieux, Tina	Human Relations Tech	5/11/2015	Attorney
3741	Haviland, Bryce	Information Security Admin	5/26/2015	Technology
3758	Penrod, Andrena	Billing Cashier	6/8/2015	Utility Billing
3760	Cerny, Matthew	Community Development Tech	6/8/2015	Economic Development
3764	Peterson, Trent	Equipment Operator	6/8/2015	Street
3763	Parsons, Brooke	Business Analyst	6/15/2015	Finance

Off Probation – Entrance Reporting Period – 4/27/15 – 6/21/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3648	Brown, Daniel	Assistant City Attorney	4/28/2014	Attorney	4/28/2015
3665	Nielson, Daniel	Park Service Worker	4/28/2014	Park	4/28/2015
3671	Uthe, James	Water Service Tech	4/28/2014	Water Maintenance	4/28/2015
3670	Wilson, Jordan	Water Distribution System Tech	5/5/2014	Water Maintenance	5/5/2015
3664	Weiss, Matthew	Engineering Technician	5/5/2014	Engineering	5/5/2015
3665	Livermore, Adam	Park Service Worker	5/12/2014	Park	5/12/2015
3649	Stenzel, Brittany	Police Officer	2/24/2014	Police	5/24/2015
3649	Meath, Joseph	Police Officer	2/24/2014	Police	5/24/2015
3676	Bingham, Ricky	Sewer Collection Tech	5/27/2014	Water Reclamation	5/27/2015
3629	Leesch, Brianna	Library Assistant	6/9/2014	Library	6/9/2015
3629	Osberg, Bethany	Library Assistant	6/9/2014	Library	6/9/2015
3629	Lebo, Rachael	Library Assistant	6/16/2014	Library	6/16/2015

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Promotions - Reporting Period – 4/27/15 – 6/21/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3757	Jason Wirtz	5/11/2015	Maintenance Mechanic	Water	Controls Technician	Water Reclamation
3767	Don Kuper	5/25/2015	Engineering Tech	Engineering	Engineering Tech II	Engineering

Off Probation - Promotional Reporting Period – 4/27/15 – 6/21/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3700	Cox, Ryan	10/27/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	4/27/15
3697	Murphy, Michael	10/27/2014	Fire Fighter	Fire	Fire Apparatus Operator	Fire	4/27/15
3715	McCuddin, Landon	11/24/2014	Vehicle Equipment Service Worker	Fleet	Mechanic	Fleet	5/24/15
2697	Reel, Thomas	11/24/2014	Firefighter	Fire	Fire Apparatus Operator	Fire	5/24/15
3700	Petersen, David	11/24/2014	Fire Apparatus Operator	Fire	Fire Captain	Fire	5/24/15

Transfers - Reporting Period – 4/27/15 – 6/21/15

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

Off Probation - Transfers - Reporting Period – 4/27/15 – 6/21/15

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU	Date Completed
3695	Smith, Charles	10/27/2014	Fire Captain	Fire	Fire Inspector	Fire	4/27/15

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Reassignments – Chapter 30/Reclassifications Reporting Period – 4/27/15 – 6/21/15

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Leif Hage	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Noel Ahl	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Erin Ormseth	5/4/2015	System Administrator	Technology	Web Developer	Technology
Matthew Schnaible	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Wade Bentz	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Corey Putzier	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Matthew Williams	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Scott Gregor	5/4/2015	Application Development Supervisor	Technology	Project Manager	Technology
Brian Sherman	5/4/2015	IT Support Analyst	Technology	IT System Analyst	Technology
Holly Carpenter	5/4/2015	System Administrator	Technology	IT System Analyst	Technology
Susan Carlson	6/8/2015	Library Assistant	Library	Library Associate	Library
Aldijana Mustic	6/8/2015	Library Assistant	Library	Library Associate	Library
Rachel Lebo	6/8/2015	Library Assistant	Library	Library Associate	Library
Denise Schmidt	6/8/2015	Library Assistant	Library	Library Associate	Library
Valarie Schonewill	6/8/2015	Library Assistant	Library	Library Associate	Library
Ann Marie Weatherly	6/8/2015	Library Assistant	Library	Library Associate	Library
Catherine Wehrspann	6/8/2015	Library Assistant	Library	Library Associate	Library
Katie Pelzel	6/8/2015	Library Assistant	Library	Library Associate	Library
Bethany Osberg	6/8/2015	Library Assistant	Library	Library Associate	Library
Brian Borden	6/8/2015	Library Assistant	Library	Library Associate	Library
Rhiana Sigafos	6/8/2015	Library Assistant	Library	Library Associate	Library

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Sandra Bakker	6/8/2015	Library Assistant	Library	Library Associate	Library
Brianna Leesch	6/8/2015	Library Assistant	Library	Library Associate	Library
Susan Boe	6/8/2015	Library Assistant	Library	Library Associate	Library
Jeremy Petersen	6/8/2015	Library Assistant	Library	Library Associate	Library
Alesha Krumwiede	6/8/2015	Library Assistant	Library	Library Associate	Library
Patricia Mayer	6/8/2015	Library Assistant	Library	Library Associate	Library
Stephanie Ode	6/8/2015	Library Assistant	Library	Library Associate	Library
Jan Schroeder	6/8/2015	Library Assistant	Library	Library Associate	Library
Monica Newton	6/8/2015	Library Assistant	Library	Library Associate	Library
Ashley O'Hara	6/9/2015	Library Assistant	Library	Library Associate	Library
Nicole Josephsen	6/10/2015	Library Assistant	Library	Library Associate	Library
Alice Singh	6/11/2015	Library Assistant	Library	Library Associate	Library
Autumn Hausman	6/12/2015	Library Assistant	Library	Library Associate	Library

Separations – Reporting Period – 4/27/15 – 6/21/15

Name	Separation Date	Hire Date	MOU	Classification
Ford, Jeb	5-6-15	1-3-95	Fire	Fire Fighter
Andersen, Denis	5-11-15	6-29-92	Water Reclamation	Lead Wastewater Operator (Cert)
Matuska, Julia	5-11-15	6-6-05	Library	Library Assistant
Koch, William	5-29-15	1-6-03	Water Reclamation	Laborer
Liesinger, Beverly	5-29-15	6-1-95	Library	Branch Librarian
Salameh, Tracy	6-5-15	1-2-02	Health	Nurse Case Manager
Ormseth, Erin	6-10-15	6-26-06	Technology	Web Developer
Wilde, Jeffrey	6-10-15	5-6-91	Engineering	Engineering Technician II
Bayne, Henry	6-12-15	2-5-90	Police	Police Officer

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Separations within Probation Period Reporting Period – 4/27/15 – 6/21/15

Name	Separation Date	Hire Date	MOU	Classification
Hesse, Justin	5-6-15	7-7-14	Police	Police Officer
Pfeiffer, David	5-7-15	10-20-14	Police	Police Officer

Return to Civil Service Reporting Period – 4/27/15 – 6/21/15

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