

# **AGENDA**

City of Sioux Falls  
Civil Service Board

September 2, 2015, Meeting

**HUMAN RESOURCES  
CONFERENCE ROOM  
12 NOON**

- 1) Call to Order/Roll Call.
- 2) Approval of Minutes—July 8, 2015.
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
  - 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
- 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**

July 8, 2015  
Mayor's Conference Room  
12 Noon

MEMBERS PRESENT: Burnley, Hanson, and 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

Draft

## Exhibit A - September 2, 2015, CSB Meeting

### 1) Advertising—Reporting Period: June 22, 2015–August 16, 2015

Human Rights Community Coordinator	System Administrator
Landfill Operations Manager	Custodial Worker
Police Records Supervisor	Police Officer
Registered Nurse	Landfill Scale Operator
Principal Engineer	System Administrator
Technical Clerk	

### 2) Eligibility List—Reporting Period: June 22, 2015–August 16, 2015

3772	Promo/Trans	Lead Maintenance Mechanic—Water Reclamation	9-Sep-15
3773	Entrance	IT Infrastructure Manager	9-Sep-15
3774	Promo/Trans	IT Infrastructure Manager	9-Sep-15
3775	Entrance	Branch Librarian	11-Sep-15
3776	Promo/Trans	Branch Librarian	11-Sep-15
3777	Entrance	Maintenance Mechanic—Water Reclamation	11-Sep-15
3778	Entrance	Police Officer	N/A
3779	Entrance	Animal Control Supervisor	26-Sep-15
3780	Entrance	Sanitary Landfill Superintendent	1-Oct-15
3781	Promo/Trans	Sanitary Landfill Superintendent	1-Oct-15
3782	Entrance	Library Associate	6-Oct-15
3783	Entrance	Nurse Case Manager	9-Oct-15
3784	Promo/Trans	Nurse Case Manager	9-Oct-15
3785	Entrance	Zoning Enforcement Officer	15-Oct-15
3786	Promo/Trans	Zoning Enforcement Officer	15-Oct-15
3787	Entrance	Recreation Program Specialist	20-Oct-15
3788	Entrance	Code Enforcement Manager	21-Oct-15
3789	Entrance	Firefighter	N/A
3790	Entrance	Fire Apparatus Operator	N/A
3791	Promo/Trans	Environmental/Storm Water Manager	27-Oct-15
3792	Entrance	Engineering Technician	31-Oct-15
3793	Promo/Trans	Fire Inspector	17-Aug-16

## Exhibit A Section 3 - September 2, 2015, 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>
15-37	General	Add	Park Supply Specialist	342	B22

## EXHIBIT B - September 2, 2015

### New Hires—Reporting Period: 6/22/15–8/16/15

<b>Eligibility List #</b>	<b>Name</b>	<b>Classification</b>	<b>Hire Date</b>	<b>MOU</b>
3766	Thomas, John	Laborer	6/22/2015	Water Rec
3768	Yousef, Raed	Civil Engineer	6/22/2015	Engineering
3762	Walter, Patricia	Animal Control Officer	6/29/2015	Police
3768	Posten, Dustin	Civil Engineer	6/29/2015	Engineering
3778	Boyum, Zachary	Police Officer	7/6/2015	Police
3778	Gliarmis, Dimitrios	Police Officer	7/6/2015	Police
3778	Jensen, Aaron	Police Officer	7/6/2015	Police
3778	Nolz, Zachary	Police Officer	7/6/2015	Police
3777	Siemonsma, Andrew	Maintenance Mechanic	7/6/2015	Water Rec
3728	Uithoven, Rodney	Traffic Sign Technician	7/13/2015	Engineering
3777	Hoing, John	Maintenance Mechanic	7/20/2015	Water Rec
3773	Larsen, Daniel	IT Infrastructure Manager	7/20/2015	IT
3782	Reuer, Lindsay	Library Associate	7/20/2015	Library
3775	Blando, Mark	Branch Librarian	7/27/2015	Library
3702	King, Neil	Building Inspector	7/27/2015	Planning/Bldg Services
3756	Mergen, Leah	Advanced Practice Provider	8/3/2015	Health
3782	Norris, Ashley	Library Associate	8/3/2015	Library
3789	Smidt, Luke	Firefighter	8/3/2015	Fire
3789	Fischer, John	Firefighter	8/3/2015	Fire
3789	Evertse, Mitchell	Firefighter	8/3/2015	Fire
3789	Buys, Nathan	Firefighter	8/3/2015	Fire
3789	Barron, Michael	Firefighter	8/3/2015	Fire
3789	Milner, Cameron	Firefighter	8/3/2015	Fire
3789	Sanders, Jonathan	Firefighter	8/3/2015	Fire
3789	Feenstra, John	Firefighter	8/3/2015	Fire
3789	Kaffar, Patrick	Firefighter	8/3/2015	Fire
3789	Ditalo, Russel	Firefighter	8/3/2015	Fire
3789	Jacobsen, Jordan	Firefighter	8/3/2015	Fire
3789	Murphy, Neal	Firefighter	8/3/2015	Fire
3789	Ashley, Matthew	Firefighter	8/3/2015	Fire
3789	Hultgren, Eric	Firefighter	8/3/2015	Fire
3782	Beahler, Sara	Library Associate	8/3/2015	Library
3785	Claussen Jr., John	Zoning Enforcement Officer	8/3/2015	Planning/Bldg Services
3771	Waples, Shawn	Network Administrator	8/10/2015	IT
3779	DeJong, Julie	Animal Control Supervisor	8/10/2015	Police
3782	Meister, Chelsea	Library Associate	8/10/2015	Library

## EXHIBIT B - September 2, 2015

### Off Probation—Entrance Reporting Period: 6/22/15–8/16/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3678	Jongeling, Jerry	Light Superintendent	6/30/2014	Light	6/30/2015
3638	Jacobsen, Judy	Advanced Practice Provider	7/7/2014	Health	7/7/2015
3672	Bents, Stephanie	Librarian	7/7/2014	Library	7/7/2015
3685	Jans, Bodray	Police Officer	7/7/2014	Police	10/7/2015
3679	Cerkowniak, Tyson	Water Operator	7/14/2014	Water Pur	7/14/2015
3687	Dekker, David	Purchasing Specialist	7/21/2014	Finance	7/21/2015
3684	Nelson, Jonathan	Water Distribution System Technician	7/28/2014	Water Maint	7/28/2015
3692	McGuire, Jessica	Billing Specialist	7/28/2014	Health	7/28/2015
3688	Newman, Matthew	Business Analyst	8/4/2014	Finance	8/4/2015
3691	Elsinger, Dawnette	Landfill Scale Operator	8/4/2014	Landfill	8/4/2015
3618	Frith, Caroline	Animal Control Officer	8/4/2014	Police	8/4/2015
3694	Lane, Gloria	Dental Assistant	8/4/2014	Health	8/4/2015

### Promotions—Reporting Period: 6/22/15–8/16/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3772	Daniel Engelkes	6/22/2015	Maintenance Mechanic	Water Rec	Lead Maintenance Mechanic	Water Rec
3770	Albert Schmidt	6/22/2015	Zoning Enforcement Officer	Planning/ Building Services	Urban Planner	Planning/ Building Services
3781	Dustin Hansen	7/6/2015	Landfill Operation Manager	Landfill	Sanitary Landfill Superintendent	Landfill
3701	Jessica Speckmeier	8/3/2015	Police Officer	Police	Police Sergeant	Police
3790	Michael Meier	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire
3790	Benjamin Tracy	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire
3790	Travis Willert	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire
3790	Scott Rieland	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire
3784	Megan Gronewoller	8/3/2015	Registered Nurse	Health	Nurse Case Manager	Health
3791	Andrew Berg	8/3/2015	Principal Engineer	Engineering	Environmental/ Storm Water Manager	Landfill

**EXHIBIT B - September 2, 2015**

**Off Probation—Promotional  
Reporting Period: 6/22/15–8/16/15**

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3729	Lewis, Daniel	12/22/2014	Maintenance Mechanic	Water Maintenance	Lead Maintenance Mechanic	Water Maintenance	6/22/15
3719	Maddox, Tyler	12/22/2014	Laborer	Water Rec	Sewer Collection Technician	Water Reclamation	6/22/15
3652	Nelson, Nathanael	12/22/2014	Equipment Operator	Street	Lead Equipment Operator	Street	6/22/15
3697	Kevin McGuire	1/19/2015	Firefighter	Fire	Fire Apparatus Operator	Fire	7/19/15
3701	Jonathan Thum	1/19/2015	Police Officer	Police	Police Sergeant	Police	7/19/15
3734	Robert Baker	1/19/2015	Wastewater Operator	Water Rec	Lead Wastewater Operator	Water Reclamation	7/19/15

**Transfers—Reporting Period: 6/22/15–8/16/15**

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

**Off Probation—Transfers—Reporting Period: 6/22/15–8/16/15**

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

**Reassignments—Chapter 30/Reclassifications  
Reporting Period: 6/22/15–8/16/15**

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



## EXHIBIT B - September 2, 2015

### Separations—Reporting Period: 6/22/15–8/16/15

Name	Separation Date	Hire Date	MOU	Classification
Lang, James	6-26-15	8-12-88	Water Reclamation	Lead Maintenance Mechanic
Jelken, Eric	7-1-15	4-26-04	Facilities Management	Facilities Manager
Syverson, Shawn	7-1-15	4-26-10	Police	Police Officer
Tornow, Megan	7-2-15	10-28-13	Park	Recreation Program Specialist
Lessin, Andrew	7-8-15	8-9-10	Police	Police Officer
Kacena, Timothy	7-31-15	11-28-05	Police	Police Officer
Maddox, Bradley	8-3-15	5-11-81	Water Maintenance	Water Distribution System Supervisor
Benz, Hubert	8-7-15	1-3-95	Police	Police Sergeant
Lovro, Brett	8-12-15	4-28-08	Engineering	Civil Engineer/PE
McKenney, Wade	8-13-15	5-9-88	Fire	Fire Apparatus Operator

### Separations within Probation Period

Reporting Period: 6/22/15–8/16/15

Name	Separation Date	Hire Date	MOU	Classification
Baireddy, Vandhana	6-23-15	3-2-15	Attorney	Human Rights Community Coordinator
Zelasko, Amanda	7-23-15	7-28-14	Landfill	Landfill Scale Operator
Bertelson, Keith	7-8-15	11-10-14	Facilities M	Custodial Worker
Hanson, Grant	8-11-15	8-3-15	Fire	Fire Fighter
Johnson, Kyle	8-12-15	10-20-14	Police	Police Officer

## EXHIBIT B - September 2, 2015

Return to Civil Service  
Reporting Period: 6/22/15–8/16/15

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