

AGENDA

City of Sioux Falls Civil Service Board

January 11, 2016, Meeting

HUMAN RESOURCES CONFERENCE ROOM 12 NOON

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – November 4, 2015
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Entrance Eligibility List 3814 Human Rights Community Coordinator
 - b. Promo/Trans Eligibility List 3819 Lead Equipment Operator
 - c. Promo/Trans Eligibility List 3822 Park Caretaker
 - d. Entrance Eligibility List 3826 Forensic Specialist I/II
 - e. Entrance Eligibility List 3828 Police Evidence Technician (3 months)
- 4) Approve Personnel Actions (Exhibit A)
 - 1 Advertising
 - 2 Eligibility Lists
 - 3 Classification Plan Amendments
- 5) Record Personnel Actions by MOU (Exhibit B)
 - 1 New hires/off probation entrance
 - 2 Promotions/off probation
 - 3 Transfers/off probation
 - 4 Reassignments
 - 5 Separations
- 6) Executive Session (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
 - 1 Suspension
 - 2 Demotion
 - 3 Dismissal
- 7) Elect Board Chair
- 8) Adjournment

The Civil Service Board may include such other business as may come before this body.

City of Sioux Falls
Civil Service Board
MINUTES

November 4, 2015
Human Resources Conference Room
12 Noon

MEMBERS PRESENT: Burnley, Carpenter, Hanson, Hitzemann

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad and O'Toole

- 1) The meeting was called to order at 12:15 p.m. on November 4, 2015.
 - 2) **A motion was made by Hitzemann and seconded by Carpenter to approve the minutes of the September 2, 2015, meeting.** Motion carried unanimously.
 - 3) There were no requests to extend the current eligibility lists.
 - 4) **A motion was made by Carpenter, 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 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 Carpenter, seconded by Burnley to exit Executive Session at 12:23 p.m.** Motion carried unanimously.
- 6) **A motion was made by Burnley, 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, January 6, 2016, at noon in the Human Resources Conference Room.

Meeting was adjourned at 12:24 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

DRAFT

Exhibit A – January 11, 2016, CSB Meeting

1. Advertising: Reporting Period – October 12, 2015 – December 20, 2015

Forensic Specialist I/II	Police Evidence Technician
Dental Assistant	Dental Hygienist
Wastewater Operator	Parking Equipment Service Technician
Police Records Clerk	Library Marketing Coordinator
Maintenance Mechanic	Traffic Signal Technician
Technical Clerk	Library Associate
Plumbing Inspector	Custodial Worker
Water Distribution System Technician	Civil Engineer/P.E.

2. Eligibility List – Reporting Period – October 12, 2015 – December 20, 2015

3814	ENTRANCE	HUMAN RIGHTS COMMUNITY COORDINATOR	20-Jan-16
3815	ENTRANCE	LANDFILL SCALE OPERATOR	21-Jan-16
3816	PROMO/TRANS	LEAD POLICE RECORDS CLERK	26-Jan-16
3817	ENTRANCE	LEAD BUILDING MAINTENANCE MECHANIC	27-Jan-16
3818	PROMO/TRANS	LEAD BUILDING MAINTENANCE MECHANIC	27-Jan-16
3819	PROMO/TRANS	LEAD EQUIPMENT OPERATOR	29-Jan-16
3820	ENTRANCE	WEB CONTENT SPECIALIST	4-Feb-16
3821	ENTRANCE	TECHNICAL SUPPORT SPECIALIST	5-Feb-15
3822	PROMO/TRANS	PARK CARETAKER	13-Feb-15
3823	ENTRANCE	PARALEGAL	10-Feb-15
3824	ENTRANCE	CIVIL ENGINEER/P.E.	22-Jan-15
3825	PROMO/TRANS	LEAD WATER DISTRIBUTION SYSTEM TECHNICIAN	3-Mar-16
3826	ENTRANCE	FORENSIC SPECIALIST I/II	3-Mar-16
3827	PROMO/TRANS	LEAD SEWER COLLECTION TECHNICIAN	8-Mar-16
3828	ENTRANCE	POLICE EVIDENCE TECHNICIAN	9-Mar-16

Exhibit A Section 3 – January 11, 2016, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
15-47	Midmanagement	Add	Library Marketing Coordinator	020	C42

EXHIBIT B – January 11, 2016

New Hires – Reporting Period 10/12/15 – 12/20/15

Eligibility List #	Name	Classification	Hire Date	MOU
3809	Feenstra, Austin	Police Officer	10/13/2015	Police
3809	Leacraft, Nelson	Police Officer	10/13/2015	Police
3809	Erickson, Benjamin	Police Officer	10/13/2015	Police
3809	Luke, Ashton	Police Officer	10/13/2015	Police
3809	Blie, Brady	Police Officer	10/13/2015	Police
3809	Koester, Austin	Police Officer	10/13/2015	Police
3809	Schauer, Luke	Police Officer	10/13/2015	Police
3809	Glista, Adam	Police Officer	10/13/2015	Police
3809	Hildebrand, Scott	Police Officer	10/13/2015	Police
3809	McKee, Alexis	Police Officer	10/13/2015	Police
3795	Tanis, Jordan	Registered Nurse	10/19/2015	Health
3797	Lewis, Marc	Landfill Operations Manager	10/19/2015	Landfill
3801	McVay, Angela	Technical Clerk	10/26/2015	Police
3806	Stotesbery, Darren	Wastewater Operator	10/26/2015	Water Rec
3811	VonHoltum, Jeff	Park Supply Specialist	10/26/2015	Park
3810	Schmidt, Anthony	Building Inspector	11/2/2015	Planning/Bldg Services
3782	McComas, Ashley	Library Associate	11/9/2015	Library
3815	Fast, Sheryl	Landfill Scale Operator	11/9/2015	Landfill
3813	Hardie, Travis	Landfill Equip Operator	11/16/2015	Landfill
3794	Tulowetzke, Mike	Custodial Worker	11/23/2015	Facilities Mgmt
3820	Selle, Lynda	Web Content Specialist	11/23/2015	Multi-Media
3814	Briggs, Julie	Human Rights Community Coord.	11/30/2015	Attorney
3823	Richmond, Angela	Paralegal	12/2/2015	Attorney
3764	Smit, Shannon	Equipment Operator	12/7/2015	Street

EXHIBIT B – January 11, 2016

Off Probation – Entrance Reporting Period 10/12/15 – 12/20/15

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3629	Hausman, Autumn	Library Assistant	11/3/2014	Library	11/3/2015
3707	Kayl, Shaun	Technical Support Specialist	11/10/2014	Technology	11/10/2015
3708	Maske, Emily	Registered Nurse	11/10/2014	Health	11/10/2015
3708	Swenson, Stacey	Registered Nurse	11/10/2014	Health	11/10/2015
3708	Berke, Amy	Registered Nurse	11/10/2014	Health	11/10/2015
3704	Mursal, Mohamed	Custodial Worker	11/17/2014	Facilities Mgmt	11/17/2015
3710	Risty, Carl	Permit Technician	12/1/2014	Urban Mgmt	12/1/2015
3710	Heiter, Travis	Permit Technician	12/1/2014	Urban Mgmt	12/1/2015
3714	Wipf, Chris	Mechanic	12/15/2014	Fleet	12/15/2015

Promotions - Reporting Period 10/12/15 – 12/20/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3799	Penny Hochstein	10/12/2015	Police Records Clerk	Police	Police Records Supervisor	Police
3807	Adam Petersen	10/12/2015	Police Officer	Police	Police Sergeant	Police
3807	Terrance Matia	10/26/2015	Police Officer	Police	Police Sergeant	Police
3807	Nicholas Cook	10/26/2015	Police Officer	Police	Police Sergeant	Police
3807	Martin Hoffman	10/26/2015	Police Officer	Police	Police Sergeant	Police
3807	Andrew Siebenborn	10/26/2015	Police Officer	Police	Police Sergeant	Police
3744	Jon Lohr	10/26/2015	Police Sergeant	Police	Police Lieutenant	Police
3808	Terry Mixell	10/26/2015	Police Lieutenant	Police	Police Captain	Police
3812	Darin McDonnel	10/26/2015	Lead Water Distribution System Technician	Water Maintenance	Water Distribution System Supervisor	Water Maintenance
3793	Ryan Limesand	10/26/2015	Fire Apparatus Operator	Fire	Fire Inspector	Fire
3816	Laura Bjergaard	11/9/2015	Police Records Clerk	Police	Lead Police Records Clerk	Police
3819	Matt Surrell	11/9/2015	Equipment Operator	Street	Lead Equipment Operator	Street
3817	Troy Deutsch	11/23/2015	Parking Equipment Service Technician	Public Parking	Lead Building Maintenance Mechanic	Facilities Management
3825	Ron Ellefson	12/7/2015	Water Distribution System Technician	Water Maintenance	Lead Water Distribution System Technician	Water Maintenance
3825	Jason Wegehaupt	12/7/2015	Water Distribution System Technician	Water Maintenance	Lead Water Distribution System Technician	Water Maintenance

EXHIBIT B – January 11, 2016

Off Probation - Promotional Reporting Period 10/12/15 – 12/20/15

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3700	Rocky Foster	4/13/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire	10/13/15
3755	Zachary Bruns	4/13/2015	Traffic Sign Technician	Engineering	Traffic Signal Technician	Engineering	10/13/15
3757	Jason Wirtz	5/11/2015	Maintenance Mechanic	Water Maintenance	Controls Technician	Water Reclamation	11/11/15
3767	Don Kuper	5/25/2015	Engineering Tech	Engineering	Engineering Tech II	Engineering	11/25/15

Transfers - Reporting Period 10/12/15 – 12/20/15

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

Off Probation - Transfers - Reporting Period 10/12/15 – 12/20/15

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 10/12/15 – 12/20/15

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

EXHIBIT B – January 11, 2016

Separations – Reporting Period 10/12/15 – 12/20/15

Name	Separation Date	Hire Date	MOU	Classification
Baumberger, Karen	10-13-15	9-25-95	Technology	Technical Support Specialist
Eastman, Dale	10-13-15	5-19-97	Parks	Equipment Operator
Ericksen, David	10-13-15	3-26-84	Parks	Park Caretaker
Fiegen, Steve	10-13-15	1-7-91	Police	Police Officer
Lambert, James	10-13-15	1-10-77	Street	Lead Equipment Operator
Mundt, Jerry	10-13-15	9-24-90	Police	Police Sergeant
McGinnis, Lori	10-14-15	1-4-88	Library	Library Associate
Hendrix, Ronald	10-16-15	11-7-94	Landfill	Landfill Equipment Operator
Sauer, Rita	10-16-15	10-29-01	Library	Library Clerk
Sawvell, Sandra	10-16-15	1-3-95	Police	Police Records Supervisor
Serk, Robert	10-16-15	2-10-92	Urban Management	Building Inspector
Daniels, John	10-23-15	8-29-88	Fire	Fire Inspector
Daniels, Kathryn	10-23-15	2-5-90	Police	Police Sergeant
Erickson, Dave	10-23-15	3-4-91	Police	Police Sergeant
Huntimer, David	10-23-15	1-7-91	Police	Police Sergeant
Mullinix, Amanda	10-23-15	5-16-11	Engineering	Technical Clerk
Kelly, Andrea	10-30-15	1-3-95	Police	Police Officer
Banghart, Marty	11-1-15	6-4-07	Water Reclamation	Lead Wastewater Operator (Cert)
Koch, Janice	11-12-15	9-19-77	Water Maintenance	Technical Clerk
Dunteman, David	11-27-15	3-27-89	Police	Police Officer
Mursal, Mohamed	12-18-15	11-17-14	Facilities Management	Custodial Worker

EXHIBIT B – January 11, 2016

Separations within Probation Period Reporting Period 10/12/15 – 12/20/15

Name	Separation Date	Hire Date	MOU	Classification
Ditalo, Russel	10-13-15	8-3-15	Fire	Fire Fighter
Allen, Matthew	11-2-15	1-26-15	Police	Police Officer
Morken, Jarod	11-6-15	5-11-15	Water Maintenance	Maintenance Mechanic
Echwright, Alex	11-13-15	1-26-15	Police	Police Officer
Dickson, Nicholas	12-14-15	12-15-14	Water Maintenance	Water Distribution System Technician

Return to Civil Service Reporting Period 10/12/15 – 12/20/15

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