

AGENDA

City of Sioux Falls Civil Service Board

September 2, 2009, Meeting

HUMAN RESOURCES CONFERENCE ROOM

- 1) Call to Order/Roll Call
- 2) Approval of Minutes – July 15, 2009
- 3) Request to Extend the Current Eligibility Lists for Nine Months or as Requested:
 - a. Application Support Analyst, Entrance
 - b. Utilities System Worker, Entrance
 - c. Criminal Analyst, Entrance
 - d. Forensic Specialist I, Entrance
 - e. GIS Technician, Entrance
 - f. Housing Inspector, Promo/Transfer
- 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 Resignations
- 6) Executive Session (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
 - 1 Suspension
 - 2 Demotion
 - 3 Dismissal
- 7) Adjournment

Exhibit A – September 2, 2009 CSB Meeting

1. Advertising: Reporting Period – June 29, 2009 – August 17, 2009

Dental Assistant	Police Captain
Police Lieutenant	Police Sergeant
Landfill Gas Supervisor	Water Superintendent
Traffic Devices Services Worker	Application Support Analyst
Housing Inspector	Employment Specialist
Police Officer	

2. Eligibility List – Reporting Period – July 16, 2009 – August 5, 2009

3318	ENTRANCE	UTILITIES SYSTEM WORKER	16-Oct-09
3319	ENTRANCE	CRIMINAL ANALYST	23-Sep-09
3320	ENTRANCE	FORENSIC SPECIALIST I	22-Oct-09
3321	ENTRANCE	GIS TECHNICIAN	29-Oct-09
3322	PROMO/TRANS	HOUSING INSPECTOR	5-Nov-09

Exhibit A Section 3 – September 2, 2009, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
09-24	Midmanagement	Delete	Environmental Compliance Manager	549	C521
09-24	Midmanagement	Add	Environmental Manager	549	C521
09-25	Midmanagement	Delete	Senior Accountant	115	C43-1
09-25	Midmanagement	Add	Finance Manager	115	C51-1
09-25	Midmanagement	Delete	Purchasing Coordinator	119	C43-1
09-25	Midmanagement	Add	Purchasing Manager	119	C51-1
09-26	Midmanagement	Add	Landfill Gas Supervisor	738	C43-1
09-27	Classified	Delete	Assistant City Clerk	005	B24-3
09-27	Classified	Add	Assistant City Clerk	005	B25-3
09-30	Midmanagement	Add	Employment Specialist	039	C41-1

EXHIBIT B – September 2, 2009

New Hires – Reporting Period 6/29/09 – 8/23/09

Eligibility List #	Name	Classification	Hire Date	MOU
3297	Heesch, Arlen	Equipment Operator	7/6/2009	33 Street
3315	Van Briesen, Timothy	Htg/Cooling Maintenance Mechanic	7/6/2009	11 Facilities Mgmt
3314	Traupel, Nicholas	Engineering Technician/Apprent.	7/13/2009	14 Engineering
3287	Hansen, Todd	Traffic Devices Service Worker	7/27/2009	33 Street
3317	Bentz, Wade	Application Support Analyst	8/10/2009	16 Central Services
3318	Runge, Bryan	Utilities System Worker	8/10/2009	75 Water

Off Probation – Entrance Reporting Period – 6/29/09 – 8/23/09

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3251	Gedney, Matthew	Environmental Analyst	6/30/2008	66 Landfill	6/30/2009
3256	Beckman, Cole	Mechanic	7/7/2008	51 Fleet	7/7/2009
3218	Swenson, Stacey	Medical Assistant	6/30/2008	18 Health	6/30/2009
3224	Brinks, Philip	Recreation Program Specialist	7/21/2008	64 Park	7/21/2009
3200	Fruehwirth, Shirley	Library Assistant	7/28/2008	28 Library	7/28/2009
3235	Hornbeck, Jim	Landfill Equipment Operator	8/13/2008	66 Landfill	8/13/2009
3261	Borchardt, Dean	Fleet Operations Manager	8/11/2008	51 Fleet	8/11/2009
3199	Heald, Ryan	Equipment Operator	8/11/2008	33 Street	8/11/2009

EXHIBIT B – September 2, 2009

Promotions - Reporting Period - 6/29/09 - 8/23/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3316	Christiaansen, Brian	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3316	McAreavey, Matthew	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3316	Fessler, Steven	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3316	Luther, Nicholas	6/29/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire
3259	Menage, Scott	8/10/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3259	DeBoer, Clinton	8/10/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire
3316	Ruml, Nathan	8/10/2009	Fire Apparatus Operator	15 Fire	Fire Captain	15 Fire

Off Probation - Promotional Reporting Period – 6/29/09 - 8/23/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3276	Bruxvoort, Troy	1/12/2009	Police Officer	21 Police	Police Sergeant	21 Police	7/12/09
3295	Boysen, Alysia	2/9/2009	Library Assistant	28 Library	Library Associate	28 Library	8/9/09
3259	Clauson, Michael	2/23/2009	Firefighter	15 Fire	Fire Apparatus Operator	15 Fire	8/23/09

Transfers - Reporting Period – 6/29/09 – 8/23/09

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

EXHIBIT B – September 2, 2009

Off Probation - Transfers - Reporting Period – 6/29/09 - 8/23/09

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3282	Waltman, Allen	1/26/2009	Parking Patrol	65 Public Parking	Bldg Maintenance Wrkr	65 Public Parking	7/26/09

Reassignments - Chapter 30/Reclassifications Reporting Period - 6/29/09- 8/23/09

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Greenlee, Tyler	6/29/2009	Equipment Operator	77 Water Rec	Collection Technician	77 Water Rec
Buus, Jeffrey	6/29/2009	Equipment Operator	77 Water Rec	Collection Technician	77 Water Rec
Jorgensen, Tamara	6/29/2009	Asst City Clerk (224)	9 City Council	Asst City Clerk (225)	9 City Council
Palmer, Jamie	6/29/2009	Asst City Clerk (224)	9 City Council	Asst City Clerk (225)	9 City Council
Tucker, Denise	6/29/2009	Asst City Clerk (224)	9 City Council	Asst City Clerk (225)	9 City Council
Zerr, Janelle	6/29/2009	Senior Accountant	10 Finance	Finance Manager	10 Finance
Rust, Scott	6/29/2009	Purchasing Coordinator	10 Finance	Purchasing Manager	10 Finance
Hatch, Duane	6/29/2009	Senior Accountant	10 Finance	Finance Manager	10 Finance

Resignations - Reporting Period - 6/29/09 – 8/23/09

Name	Date	Hire Date	MOU	Classification	Retirement
Nicolai, Douglas	7-31-09	3-20-89	25 Bldg Services	Housing Inspector	Yes
Matthews, Dennis	8-3-09	2-2-81	15 Fire	Fire Apparatus Operator	Yes
Long, Daniel	8-11-09	9-14-81	15 Fire	Fire Captain	Yes
Allen, Kristie	8-13-09	8-14-06	18 Health	LPN	No
Sejnoha, Jane	8-18-09	8-31-98	16 Central Services	Technical Support Specialist	No

EXHIBIT B – September 2, 2009

Resignations/Dismissals within Probation Period Reporting Period – 6/29/09 – 8/23/09

Name	Termination Date	Hire Date	MOU	Classification	Resignation	Dismissal
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None to report.

Return to Civil Service Reporting Period – 6/29/09 – 8/23/09

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