

# Civil Service Annual Report



City of  
*Sioux Falls*



# 2007

Providing a Better Quality of Life for You!

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## Contents

	<b>Page</b>
<b>Introduction .....</b>	<b>1–2</b>
<b>Civil Service Board Review .....</b>	<b>3</b>
<b>Human Resources .....</b>	<b>4–6</b>
<b>Summary of Civil Service Personnel Actions .....</b>	<b>7</b>
<b>Number of employees by classification.....</b>	<b>8–13</b>
<b>Disciplinary Action.....</b>	<b>14</b>

# Introduction

## Civil Service Board

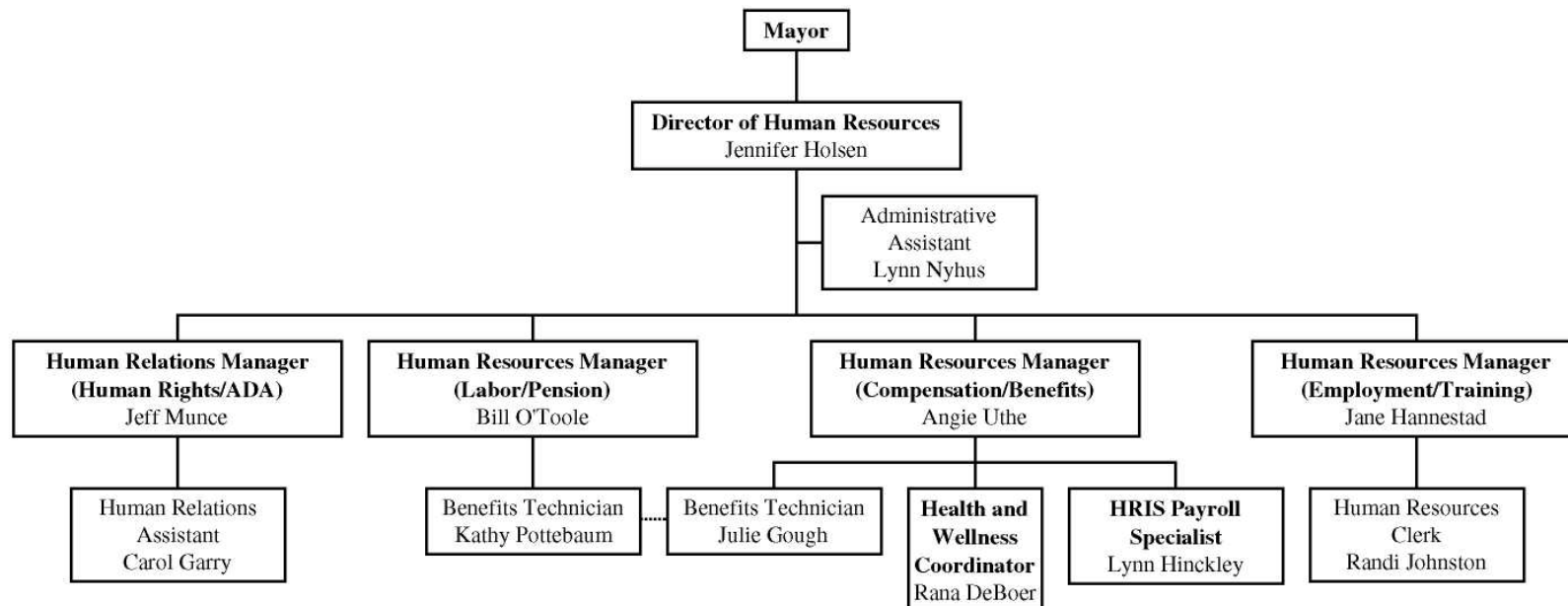
James Moore  
*Chairman*

Melissa Hinton  
*Member*

Barb Ohme  
*Member*

Mary Hitzemann  
*Member*

## Human Resources Organizational Chart



March 5, 2008

Mayor Dave Munson  
City of Sioux Falls  
City Hall, 224 West Ninth Street  
Sioux Falls, SD 57104-6407

In accordance with Section 30-69 of the Civil Service Ordinance, the Civil Service Board respectfully submits its 68th Annual Report for the year 2007.

The Board gratefully acknowledges the continued support of the Mayor, the City Council, and the City employees in maintaining the Civil Service System.

Respectfully submitted,

Civil Service Board  
*James Moore, Chairman*  
*Barb Ohme, Member*  
*Melissa Hinton, Member*  
*Mary Hitzemann, Member*  
*Jennifer Holsen, Secretary*

## **Civil Service Board Review**

The Civil Service Board consists of four members who are resident taxpayers of the city of Sioux Falls. The members are appointed by the Mayor and serve a five-year term. The Civil Service Board shall adopt, amend, and enforce rules and regulations providing for the appointment and employment of all positions in the City classification system. All rules are subject to the approval of the Mayor. The Board is responsible for certifying all entrance and promotional/transfer eligibility lists. The Civil Service Board conducts hearings and renders decisions in response to appeals from civil service employees from action resulting in reduction, suspension, demotion, or discharge by City management. The Board has the power to administer oaths and the power to secure by its subpoena both the attendance and testimony of witnesses and the production of papers relevant to the hearing if necessary. All actions of the Civil Service Board are subject to judicial review by statutes and rules of the court. The Civil Service Board provides guidance and makes recommendations regarding employment activities and testing procedures.

### **Civil Service Board Activities in 2007**

During 2007, the Civil Service Board convened for six meetings. The regular agenda items include: approval of minutes of previous meeting, approval of advertising for stated positions, approval of applications for stated positions, the certification of eligible lists, and ordering all personnel actions recorded.

#### **Discussion and/or action taken in 2007 included:**

- James Moore nominated as Chairperson.
- Adopted a revision to Civil Service Rule 6, Section G, pertaining to Fire Entrance and Promotional Examination Scoring.
- Conducted 3 Civil Service Board Appeal Hearings.
- Certified 42 Entrance Eligibility Lists.
- Certified 27 Promotion/Transfer Eligibility Lists.
- Extended 16 Entrance Eligibility Lists.
- Extended 6 Promotion/Transfer Eligibility Lists.
- Approved advertisement of 64 positions.
- Approved 20 Classification Plan Amendments.
- Interpretation of Rule 8: Nothing in rules precludes a Board member from participating in a Civil Service Board meeting via a conference call.

# Human Resources

Human Resources operates under the direct supervision and direction of the Mayor of Sioux Falls. The Director is appointed by the Mayor, on the advice and consent of the City Council. The Director has ultimate responsibility for the overall operation, planning, development, and administration of the department, Citywide benefits, civil service system, personnel policies and procedures, labor relations activities, and human relations.

The department is comprised of four major functional divisions: Employment/Training, Labor Relations/Pension, Benefits and Compensation, and Human Relations/ADA. A staff of 12 provided support in these divisions. The department has both staff and line responsibilities: supports, advises, and assists departmental supervisors and managers, and performs duties and activities directly relating to City operations and civil service procedures.

## Recruitment Activities in 2007

- Mailed 64 vacancy job postings to 100+ agencies and schools.
- Lead sponsor for the Business Leadership Network, Expo 2007, to attract individuals with disabilities.
- Participated in the annual BIG (Business, Industry, Government) Job Fair.
- Participated in 1st Annual Veterans Job Fair.
- Posted all external job openings with the South Dakota Career Center.
- Posted all external job openings on the City's Internet site (83 percent of all applicants applied online).
- Advertised all external job openings in the *Argus Leader* and industry-specific websites and publications as deemed necessary.

## Civil Service Employment Activities in 2007

- As of December 31, 2007, there were 1,041 civil service employees of the City of Sioux Falls.
- 42 entrance lists were established.
- 27 promotion/transfer lists were certified.
- 69 individuals were hired into civil service positions.
- 35 civil service employees were promoted/transferred.
- 6 civil service employees were reclassified or reassigned.
- 30 civil service employees retired.
- 20 civil service employees resigned.
- 1 civil service employee died from non-work-related illness.

## **Human Resource Programs**

### **Employment and Training**

- Entrance Recruitment and Hiring Process
- Civil Service Promotion/Transfer Process
- Preemployment Testing/Interview Process
- Temporary Labor Force Coordination
- Orientation of New Employees
- Supervisory Training/Management Development
- Employee Training
- Education/Tuition Assistance Programs
- Employee Assistance Plan/Counseling
- Employee Recognition Program Administration
- Employee Communications/Publications
- Personnel/HR Record Keeping
- EEO Compliance/Affirmative Action Plan Administration

### **Compensation and Benefits**

- Wage/Salary Administration
- Position Classification Plan Administration
- Job Analysis
- Job Evaluation
- Leave Policy and Administration (Vacation, Sick Leave, Funeral, FMLA, LWOP)
- Insurance Benefits Administration
- Unemployment Compensation
- Flexible Spending Account Administration
- Human Resource Information Systems
- Payroll Administration
- Health/Wellness Programs and Initiatives

## **Employee Relations/Pension**

- Union/Labor Relations
- Exit Interviews
- Grievance/Complainant Handling
- Disciplinary Procedures
- Labor Contract Negotiations/Administration
- Performance Appraisal Plan Administration
- Deferred Compensation Plan Administration
- Pension Plan Administration
- Pre-retirement Counseling/Retirement Planning
- City's Alcohol and Drug Testing Program Administration

## **Civil Rights/ADA**

- HRC Civil Rights Discrimination Complaint Investigation/Process
- Internal Harassment/Discrimination Complaint Process
- Return to Work/Reasonable Accommodation Process
- ADA Accessibility Compliance
- Paratransit Appeal Process
- Humanitarian Award
- Diversity Education and Outreach

## Summary of Civil Service Personnel Actions January 1 to December 31, 2007

<b>Meetings held by the Civil Service Board.....</b>	<b>6</b>
<b>Eligible lists .....</b>	<b>69</b>
Entrance .....	42
Promotional/Transfer .....	27
<b>Gain in Civil Service.....</b>	<b>69</b>
New employees added.....	69
<b>Losses from Civil Service.....</b>	<b>56</b>
Terminated from Civil Service .....	5
Retirement .....	30
Resignations.....	20
Death.....	1
Civil Service to Appointed .....	0
<b>Promotions .....</b>	<b>30</b>
<b>Transfers .....</b>	<b>5</b>
<b>Demotions .....</b>	<b>0</b>
<b>Reassignment/Reclassifications .....</b>	<b>6</b>
<b>Civil Service Appeals .....</b>	<b>3</b>
<b>Civil Service Census (December 31, 2007) .....</b>	<b>1,041</b>

**Number of employees by classification  
as of December 31, 2007**

<b>Occ. Code</b>	<b>Classification</b>	<b>2006 December</b>	<b>2007 December</b>
116	Accountant	7	9
114	Accounting Technician	4	5
107	Administrative Assistant	16	16
298	Administrative Supervisor	1	1
089	Animal Control Officer	5	6
135	Application Support Analyst	6	6
710	Apprentice Equipment Operator	0	0
542	Apprentice Traffic Devices Worker	0	0
554	Apprentice Utilities System Worker	1	0
100	Assistant City Attorney	2	3
005	Assistant City Clerk	2	3
910	Assistant City Engineer	3	2
081	Assistant Director of Building Services	1	1
141	Assistant Director of Finance	1	1
300	Assistant Director of Parks and Recreation	1	1
032	Assistant Director of Planning	1	1
085	Assistant Director of Public Health	1	1
083	Assistant Director of Public Works	1	1
026	Assistant Library Director	3	3
118	Auditor	0	0
037	Benefits Technician	2	2
113	Billing Cashier	6	6
099	Billing/Coding Specialist	2	2
018	Branch Librarian	2	3
580	Building Maintenance Mechanic	0	1
283	Building Maintenance Worker	9	7
412	Building Services Aide	3	3
601	Chemist	2	2
079	Chief Building Official	1	1
513	Chief Zoning Enforcement Officer	1	1
144	City Carrier	3	3
007	City Engineer	1	1
915	Civil Engineer (Non PE)	3	2
914	Civil Engineer (PE)	6	7
066	Clinic/Lab Aide	1	1
052	Clinical Data Manager	1	1
029	Clinical Services Manager	2	1

**Number of employees by classification  
as of December 31, 2007**

<b>Occ. Code</b>	<b>Classification</b>	<b>2006 December</b>	<b>2007 December</b>
504	Code Enforcement Officer	1	1
572	Collection Specialist	2	2
562	Collection Supervisor	1	1
570	Collection Technician	11	11
501	Commercial Building Inspector	2	2
030	Community Development Manager	1	1
070	Community Development Program Specialist	4	4
123	Computer Operator	1	1
922	Contract Compliance Specialist	1	1
122	Contract/Bid Specialist	1	1
285	Custodial Worker	9	7
050	Dental Assistant	5	5
058	Dental Clerk	0	0
049	Dental Supervisor	1	1
337	District Park Supervisor	4	4
124	Document Specialist	3	3
241	Drafting Technician	1	1
411	Electrical Inspector	5	5
575	Electrician	2	2
576	Electronics Technician	1	1
243	Engineering Document Control Clerk	1	1
010	Engineering Technician	17	16
093	Environmental Analyst	5	4
549	Environmental Compliance Manager	1	1
906	Environmental Engineer	1	1
090	Environmental Health Specialist	1	2
091	Environmental Health Specialist (Certified)	4	4
600	Environmental Technician	2	2
711	Equipment Operator	35	35
527	Equipment Repair Supervisor	1	1
282	Facilities Manager	1	1
207	Fire Apparatus Operator	49	43
211	Fire Battalion Chief	7	7
203	Fire Captain	40	45
212	Fire Division Chief	4	4
533	Fire Equipment Mechanic	2	2
209	Fire Inspector	5	6

**Number of employees by classification  
as of December 31, 2007**

<b>Occ. Code</b>	<b>Classification</b>	<b>2006 December</b>	<b>2007 December</b>
214	Fire Protection Engineer, P.E.	1	1
210	Firefighter	72	73
084	Fiscal Services Coordinator	1	1
529	Fleet Maintenance Coordinator	1	1
930	Fleet Operations Manager	1	1
104	Forensic Chemist	2	2
112	Forensic Specialist	2	2
016	GIS Analyst	1	1
044	GIS Supervisor	1	1
045	GIS Technician	2	2
071	Grant Fiscal Specialist	1	1
073	Graphic Design Specialist	1	1
035	Health and Wellness Coordinator	0	1
027	Health Program Coordinator	1	1
584	Heating and Cooling Maintenance Mechanic	0	1
413	Housing Inspector	1	1
149	HRIS/Payroll Specialist	1	1
921	Human Relations Assistant	1	1
034	Human Relations Manager	0	1
146	Human Resources Clerk	1	1
036	Human Resources Manager	4	3
142	Information Technology Manager	1	1
138	Information Technology Supervisor	1	1
599	Laboratory Technician	0	0
900	Laborer	4	4
739	Landfill Equipment Operator	5	8
737	Landfill Scale Operator	2	3
738	Landfill Service Worker	4	0
284	Lead Building Maintenance Worker	1	1
712	Lead Equipment Operator	13	13
713	Lead Landfill Equipment Operator	2	2
578	Lead Maintenance Mechanic	4	4
574	Lead Mechanic	2	2
128	Lead Media Specialist	2	2
239	Lead Parking Equipment Service Technician	1	1
960	Lead Police Records Clerk	1	1
557	Lead Utilities System Worker	6	6

**Number of employees by classification  
as of December 31, 2007**

<b>Occ. Code</b>	<b>Classification</b>	<b>2006 December</b>	<b>2007 December</b>
732	Lead Wastewater Operator	5	5
726	Lead Water Operator	0	0
727	Lead Water Operator (Certified)	5	4
720	Lead Water Service Technician	1	1
101	Legal Assistant	1	1
023	Librarian	6	6
020	Library Assistant	20	20
022	Library Associate	15	16
077	Library Clerk	5	5
021	Library Technician	2	2
067	Licensed Practical Nurse (LPN)	2	2
520	Light Superintendent	1	1
522	Light Supervisor	1	1
523	Line Worker	7	7
577	Maintenance Mechanic	10	11
724	Maintenance Supervisor	2	2
530	Mechanic	9	7
503	Mechanical Inspector	3	3
065	Media Services Manager	1	1
053	Medical Assistant	2	3
095	Medical Transcriptionist	1	1
136	Network Administrator	1	1
074	Nurse Case Manager	1	1
555	Operations Supervisor	2	2
102	Paralegal	1	1
338	Park Caretaker	11	13
341	Park Carpenter	0	1
340	Park Central Services Supervisor	1	1
299	Park Development Specialist	1	1
335	Park Forestry Caretaker	2	2
336	Park Forestry Supervisor	1	1
741	Park Mechanic	2	2
952	Park Operations Manager	0	1
339	Park Service Worker	23	23
240	Parking Equipment Service Technician	1	1
238	Parking Lot Attendant	3	3
235	Parking Patrol	6	6

**Number of employees by classification  
as of December 31, 2007**

<b>Occ. Code</b>	<b>Classification</b>	<b>2006 December</b>	<b>2007 December</b>
150	Parts Worker	5	5
097	Patient Support Technician	5	6
500	Plans Examiner	3	3
511	Plumbing Inspector	3	3
223	Police Captain	3	4
111	Police Division Clerk	4	3
224	Police Lieutenant	11	10
228	Police Officer	171	172
108	Police Records Clerk	10	9
106	Police Records Supervisor	1	1
225	Police Sergeant	29	29
913	Principal Engineer	6	8
139	Production/Programming Specialist	2	2
131	Programmer	0	0
133	Programmer Advanced	1	1
134	Programmer Analyst	3	3
043	Project Services Assistant	1	1
057	Public Health Lab Manager	1	1
055	Public Health Manager	0	2
054	Public Health Scientist I	1	1
056	Public Health Scientist II	2	1
237	Public Parking Facilities Supervisor	1	1
127	Publishing Specialist	3	3
143	Purchasing Assistant	2	2
119	Purchasing Coordinator	1	1
068	Radiology and Lab Technologist	1	1
069	Real Estate Specialist	2	2
028	Records Coordinator	1	1
951	Recreation Manager	1	1
287	Recreation Program Coordinator	3	3
288	Recreation Program Specialist	7	7
734	Recycling Coordinator	1	1
059	Registered Nurse (RN)	4	5
502	Residential Building Inspector	2	0
561	Residue Coordinator	1	1
924	Right-of-Way Coordinator	1	1
926	Risk Manager and Emergency Manager	1	1

**Number of employees by classification  
as of December 31, 2007**

<b>Occ. Code</b>	<b>Classification</b>	<b>2006 December</b>	<b>2007 December</b>
147	Risk Specialist	1	1
736	Sanitary Landfill Superintendent	1	1
740	Sanitary Landfill Supervisor	1	1
115	Senior Accountant	4	2
041	Senior Engineering Technician	2	2
017	Senior Librarian	2	2
064	Senior Planner	0	1
051	Social Worker	1	2
552	Street Maintenance Supervisor	4	4
550	Street/Utility Manager	1	1
242	Subdivision Site Plan Checker	1	1
109	Technical Clerk	21	21
024	Technical Services Librarian	2	2
130	Technical Support Specialist	5	5
098	Traffic Devices Maintenance Supervisor	1	1
546	Traffic Devices Service Worker	7	7
062	Transit Planner	1	1
072	Transportation Planner	1	1
063	Urban Planner	4	4
556	Utilities System Worker	8	10
547	Utility Metering/Billing Manager	1	1
548	Utility Systems Supervisor	1	1
735	Vehicle/Equipment Service Worker	3	3
730	Wastewater Operator	6	5
537	Wastewater Superintendent	1	1
725	Water Operator	5	5
602	Water Quality Analyst	1	1
721	Water Service Technician	7	6
536	Water Superintendent	1	1
132	Webmaster	2	2
405	Welder	1	1
047	Word Processor	5	5
512	Zoning Enforcement Officer	4	4
	<b>Total Employees</b>	<b>1,032</b>	<b>1,041</b>

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## Disciplinary Actions 2007

<b>Suspensions:</b>	<b>20</b>
<b>Suspensions for Performance:</b>	<b>6</b>
Police	4
Library	1
Public Works/Utilities	1
<b>Suspensions for Conduct:</b>	<b>14</b>
Police	4
Public Works/Utilities	1
Public Works/Engineering	1
Public Works/Street	2
Public Works/Facilities	3
Community Development/Public Parking	2
Planning/Building Services	1
<b>Demotions:</b>	<b>0</b>
<b>Demotions for Performance</b>	<b>0</b>
<b>Terminations:</b>	<b>5</b>
<b>Terminations for Performance:</b>	<b>1</b>
Public Works/Street	1
<b>Terminations for Conduct:</b>	<b>4</b>
Police	1
Parks and Recreation	1
Public Works/Fleet	1
Public Works/Landfill	1