

CIVIL SERVICE

2017

ANNUAL REPORT



City of Sioux Falls
SOUTH DAKOTA



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INTRODUCTION

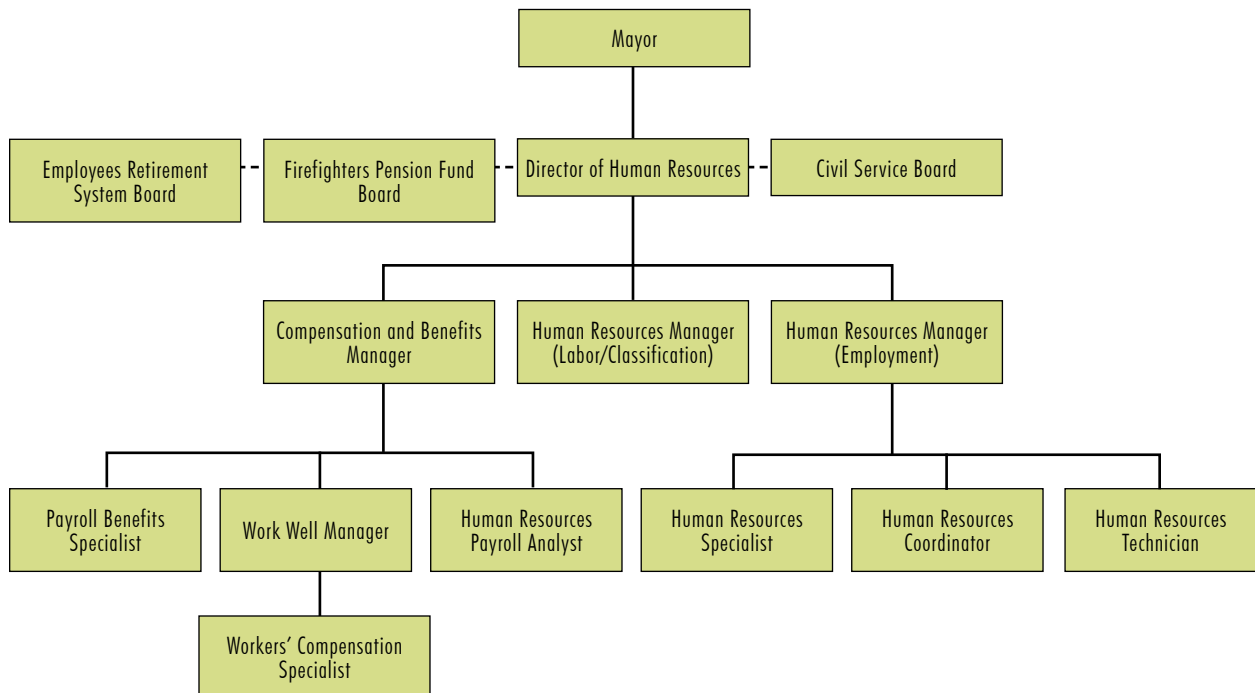
Civil Service Board
Sandra Hoglund Hanson
Chair

Robin Burnley
Member

Kim Elbers
Member

Melanie Carpenter
Member

HUMAN RESOURCES ORGANIZATIONAL CHART





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March 7, 2018

Mayor Mike T. Huether
City of Sioux Falls
City Hall, 224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Dear Mayor Huether:

In accordance with Section 39.091 of the Civil Service Ordinance, the Civil Service Board respectfully submits its 78th Annual Report for the year 2017.

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
Sandra Hogle Hanson, Chair
Robin Burnley, Member
Melanie Carpenter, Member
Kim Elbers, Member
Bill O'Toole, 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 2017

During 2017, the Civil Service Board convened for six regular meetings, one special meeting, and one Civil Service Board appeal hearing.

Discussion and/or action taken in 2017 included:

- Sandra Hoglund Hanson appointed as Chairperson.
- Certified 79 Entrance Eligibility Lists.
- Certified 33 Promotion/Transfer Eligibility Lists.
- Extended 25 Entrance Eligibility Lists
- Extended 12 Promotion/Transfer Eligibility Lists.



HUMAN RESOURCES

Human Resources operates under the 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, and labor relations activities. The department is comprised of three major functional divisions: Employment, Compensation and Benefits/Wellness and Training, and Labor Relations and Classification. 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.

Employment

- ➔ As of December 31, 2017, there were 1,172 civil service employees of the City of Sioux Falls.
 - Distributed vacancy job postings to 100+ agencies, educational institutions, and other recruitment contacts.
 - Posted all external job openings on the City's website, as well as with the South Dakota Department of Labor and Regulation and various recruitment websites.
- ➔ Entrance Recruitment and Hiring Process.
- ➔ Civil Service Promotion/Transfer Process.
- ➔ Interview and Preemployment Testing Processes.
- ➔ Temporary Employee Hiring Process and Coordination.
- ➔ I-9 Lifecycle and E-Verify Process Administration
- ➔ Orientation of New Employees.
- ➔ Personnel/HR Record Keeping.
- ➔ Employee ID badges.
- ➔ EEO Compliance/Affirmative Action Plan Administration.
- ➔ Executive Order Administration Support.
- ➔ Civil Service Board.
- ➔ Employee Awards.



Compensation and Benefits/ Wellness and Training

- ➔ Wage/Salary Administration.
- ➔ Supervisory Training/Management Development.
- ➔ Employee Training.
- ➔ Leave Policy and Administration (Vacation, Sick Leave, Funeral, FMLA, LWOP).
- ➔ Insurance Benefits Administration.
- ➔ Unemployment Compensation.
- ➔ Preretirement Counseling/Retirement Planning.
- ➔ Employee Assistance Plan.
- ➔ Flexible Spending Account Administration.
- ➔ Human Resource Information Systems.
- ➔ Payroll Administration.
- ➔ Deferred Compensation Plan Administration.
- ➔ Pension Plan Administration.
- ➔ Health/Wellness Programs and Initiatives.
- ➔ Workers' Compensation.

Labor Relations and Classification

- ➔ Position Classification Plan Administration.
- ➔ Job Analysis.
- ➔ Job Evaluation.
- ➔ Union/Labor Relations.
- ➔ Grievance/Complaint Handling.
- ➔ Disciplinary Procedures.
- ➔ Labor Contract Negotiations/ Administration.
- ➔ Performance Appraisal Plan Administration.
- ➔ City's Alcohol and Drug Testing Program Administration.
- ➔ Classification/Job Descriptions.
- ➔ Departmental Organizational Issues/ Analysis.



SUMMARY OF CIVIL SERVICE PERSONNEL ACTIONS

January 1 to December 31, 2017

Regular Meetings Held by the Civil Service Board	6
Appeal Hearings Held by the Civil Service Board	1
Eligible Lists	112
Entrance	79
Promotional/Transfer	33
Gain in Civil Service	95
New employees added	95
Separations During Probationary Period	21
Losses from Civil Service	71
Terminations	3
Retirements	36
Resignations	30
Civil Service to Appointed	2
Promotions	32
Transfers.....	4
Reassignment/Reclassifications	4
Civil Service Appeals.....	1
Civil Service Census (December 31, 2017)	1,172
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Authorized Total FTE for 2017	1,237
(less authorized appointed FTE).....	26
(less elected)	9
Authorized Civil Service FTE (December 31, 2017)	1,202

NUMBER OF EMPLOYEES BY CLASSIFICATION


Occ. Code	Classification	2016 December	2017 December
116	Accountant	5	5
107	Administrative Assistant	11	10
163	Advanced Practice Provider	4	3
089	Animal Control Officer	7	7
092	Animal Control Supervisor	1	1
134	Application Development Analyst	1	1
100	Assistant City Attorney	6	6
005	Assistant City Clerk	2	2
910	Assistant City Engineer	2	2
141	Assistant Director of Finance	1	1
300	Assistant Director of Parks and Recreation	1	0
085	Assistant Director of Public Health/Operations	1	1
026	Assistant Library Director	1	0
113	Billing Cashier	6	6
099	Billing Specialist	3	3
018	Branch Librarian	6	7
501	Building Inspector	5	5
281	Building Maintenance Supervisor	1	1
283	Building Maintenance Worker	6	7
118	Business Analyst	8	7
043	Business Operations Manager	1	1
121	Business Technician	4	3
601	Chemist	2	2
095	Chief Accountant	0	1
406	Chief Building Inspector	1	1
079	Chief Building Services Official	1	1
407	Chief Electrical Inspector	1	1
408	Chief Mechanical Inspector	1	1
031	Chief Planning and Zoning Official	1	1
409	Chief Plumbing Inspector	1	1
414	Chief Property Maintenance Inspector	1	1
144	City Carrier	2	2
148	City Carrier/Library	1	1
007	City Engineer	1	1
139	CityLink Producer	2	2
915	Civil Engineer (Non-PE)	5	5



Occ. Code	Classification	2016 December	2017 December
914	Civil Engineer (PE)	10	8
066	Clinic/Lab Aide	2	2
052	Clinical Data Manager	1	1
076	Clinical Quality Coordinator	1	1
029	Clinical Services Manager	3	2
505	Code Enforcement Manager	1	1
504	Code Enforcement Officer	1	1
096	Coding Technician	1	1
123	Communications Technician	1	2
030	Community Development Manager	1	1
070	Community Development Program Specialist	5	4
038	Compensation and Benefits Manager	1	1
122	Contract/Bid Specialist	1	1
576	Controls Technician	3	3
230	Crime Lab Manager	1	1
229	Criminal Analyst	1	1
286	Custodial Supervisor	1	1
285	Custodial Worker	11	11
050	Dental Assistant	9	9
048	Dental Hygienist	3	3
046	Dental Services Manager	0	1
014	Deputy City Attorney	1	1
337	District Park Supervisor	4	4
124	Document Specialist	2	2
232	Economic Development Coordinator	2	2
231	Economic Development Manager	1	1
411	Electrical Inspector	5	5
575	Electrician	2	2
200	Emergency Manager	1	1
049	Emergency Medical Quality Assurance Coordinator	1	1
534	Emergency Vehicle Technician (Certified)	2	2
010	Engineering Technician	11	11
041	Engineering Technician II	9	9
093	Environmental Analyst	4	4
906	Environmental Engineer	1	1
090	Environmental Health Specialist	1	1
091	Environmental Health Specialist (Certified)	5	5
551	Environmental/Storm Manager	1	1
733	Environmental/Sustainability Technician	1	1



Occ. Code	Classification	2016 December	2017 December
600	Environmental Technician	2	2
711	Equipment Operator	34	35
115	Finance Manager	1	1
207	Fire Apparatus Operator	46	46
211	Fire Battalion Chief	7	7
202	Fire Battalion Chief/Enforcement and Investigation Civilian	1	1
203	Fire Captain	43	43
212	Fire Division Chief	3	3
218	Fire EMS Educator Civilian	2	2
209	Fire Inspector	7	7
216	Fire Inspector (Civilian)	2	2
205	Fire Marshal—Civilian	1	1
214	Fire Protection Engineer, P.E.	1	1
103	Fire Protective Equipment Technician	1	1
110	Fire Records Analyst	1	1
210	Firefighter	86	86
531	Fleet Manager	1	1
532	Fleet Services Technician	0	1
112	Fleet Supervisor	2	2
112	Forensic Specialist I	2	2
104	Forensic Specialist II	3	3
016	GIS Analyst	0	2
042	GIS Manager	1	1
045	GIS Specialist	5	3
071	Grant Fiscal Specialist	1	1
073	Graphic Design Specialist	1	1
058	Health Administrative Technician	1	1
027	Health Program Coordinator	1	1
918	Human Relations Specialist	1	1
039	Human Resources Coordinator	1	1
036	Human Resources Manager	2	2
149	Human Resources Payroll Analyst	1	1
151	Human Resources Specialist	1	1
146	Human Resources Technician	1	0
140	Information Security Administrator	1	1
142	Information Technology Manager	1	1
137	IT Infrastructure Manager	1	1
138	IT Support Supervisor	1	1
135	IT System Analyst	9	9



Occ. Code	Classification	2016 December	2017 December
900	Laborer	1	1
603	Landfill Environmental Technician	2	2
739	Landfill Equipment Operator	10	8
742	Landfill Operations Manager	1	1
737	Landfill Scale Operator	4	3
117	Lead Billing Cashier	1	1
580	Lead Building Maintenance Mechanic	1	1
284	Lead Building Maintenance Worker	2	2
712	Lead Equipment Operator	13	12
713	Lead Landfill Equipment Operator	2	2
743	Lead Landfill Scale Operator	0	1
578	Lead Maintenance Mechanic	4	4
574	Lead Mechanic	3	3
128	Lead Media Specialist	1	1
239	Lead Parking Equipment Service Technician	1	1
235	Lead Parking Patrol	1	1
960	Lead Police Records Clerk	1	1
572	Lead Sewer Collection Technician	0	0
573	Lead Sewer Collection Technician (Certified)	3	4
731	Lead Wastewater Operator	1	2
732	Lead Wastewater Operator (Certified)	3	3
557	Lead Water Distribution System Technician	3	3
558	Lead Water Distribution System Technician (Certified)	2	2
727	Lead Water Operator (Certified)	5	5
720	Lead Water Service Technician (Certified)	1	1
101	Legal Assistant	0	0
023	Librarian	5	5
022	Library Associate	45	45
020	Library Marketing Coordinator	1	1
067	Licensed Practical Nurse (LPN)	5	5
400	Licensing Specialist	1	1
520	Light Superintendent	1	1
522	Light Supervisor	1	1
523	Line Worker	7	7
577	Maintenance Mechanic	10	9
530	Mechanic	11	11
503	Mechanical Inspector	2	2
053	Medical Assistant	1	1
061	Multimedia Manager	1	1



Occ. Code	Classification	2016 December	2017 December
064	Multimedia Support Supervisor	1	1
233	Neighborhood Development Coordinator	1	1
136	Network Administrator	2	2
074	Nurse Case Manager	2	2
554	Operations Manager	1	1
555	Operations Supervisor	1	1
102	Paralegal	3	3
338	Park Caretaker	19	19
341	Park Carpenter	1	1
340	Park Central Services Supervisor	1	1
299	Park Development Specialist	2	2
335	Park Forestry Caretaker	3	3
336	Park Forestry Supervisor	1	1
334	Park Maintenance Mechanic	1	1
952	Park Operations Manager	1	1
339	Park Service Worker	22	21
342	Park Supply Specialist	1	1
240	Parking Equipment Service Technician	1	1
235	Parking Patrol	4	4
301	Parks and Recreation Administrative Manager	0	1
150	Parts Worker	4	4
097	Patient Support Technician	7	7
034	Payroll/Benefits Specialist	3	3
410	Permit Technician	5	6
500	Plans Examiner	3	2
511	Plumbing Inspector	3	3
105	Police Application Specialist	1	1
223	Police Captain	4	4
111	Police Evidence Technician	3	3
224	Police Lieutenant	8	8
228	Police Officer	198	213
108	Police Records Clerk	7	7
106	Police Records Supervisor	1	1
225	Police Sergeant	30	30
913	Principal Engineer	9	9
911	Project Manager	3	3
415	Property Maintenance Inspector	2	2
087	Public Health Finance and Information Officer	1	1
057	Public Health Laboratory Manager	1	1

Occ. Code	Classification	2016 December	2017 December
055	Public Health Manager	2	2
085	Public Health Prevention Coordinator	1	1
054	Public Health Scientist I	1	1
056	Public Health Scientist II	2	2
237	Public Parking Facilities Manager	1	1
127	Publishing Specialist	4	4
143	Purchasing Assistant	1	1
119	Purchasing Manager	1	1
120	Purchasing Specialist	2	2
068	Radiology and Lab Technologist	1	1
069	Real Estate Specialist	2	2
951	Recreation Manager	1	1
287	Recreation Program Coordinator	4	3
288	Recreation Program Specialist	7	7
059	Registered Nurse (RN)	8	6
561	Residue Coordinator	1	1
927	Risk Manager	1	1
736	Sanitary Landfill Superintendent	1	1
017	Senior Librarian	1	1
562	Sewer Collection Supervisor	2	2
570	Sewer Collection Technician	16	16
051	Social Worker	2	2
552	Street Maintenance Supervisor	4	4
550	Street Operations Manager	1	1
242	Subdivision/Site Plan Checker	1	1
734	Sustainability Coordinator	1	1
145	System Administrator	2	2
109	Technical Clerk	16	14
024	Technical Services Librarian	1	0
130	Technical Support Specialist	5	5
098	Traffic Devices Maintenance Supervisor	1	0
546	Traffic Sign Technician	4	4
545	Traffic Signal Technician	5	5
072	Transportation Planner	1	1
063	Urban Planner	4	4
547	Utility Billing Supervisor	1	1
524	Utility Electrician	1	1
013	Utility Operations Administrator	1	1
735	Vehicle/Equipment Service Worker	4	4



Occ. Code	Classification	2016 December	2017 December
723	Wastewater Maintenance Supervisor	1	1
730	Wastewater Operator	6	5
537	Wastewater Superintendent	1	1
548	Water Distribution System Supervisor	1	1
556	Water Distribution System Technician	11	10
724	Water Maintenance and Metering Supervisor	1	1
725	Water Operator	5	5
535	Water Program Coordinator	1	1
602	Water Quality Analyst	1	1
721	Water Service Technician	6	6
536	Water Superintendent	1	1
129	Web Content Specialist	1	1
125	Web Designer	1	1
405	Welder	1	1
047	Word Processor	5	4
035	Work Well Manager	1	1
147	Workers' Compensation Specialist	1	1
513	Zoning Enforcement Manager	1	1
512	Zoning Enforcement Officer	4	4
	Total Civil Service Employees	1,174	1,172



2017 DISCIPLINARY ACTIONS APPEALABLE TO CIVIL SERVICE BOARD

Suspensions.....	10
Fire	3
Police	4
Public Works—Engineering	1
Public Works—Landfill	1
Public Works—Water Reclamation	1
Demotions.....	0
Terminations	3
Central Services.....	1
Planning and Building Services.....	1
Public Works—Light and Power	1