

**CIVIL SERVICE COMMISSION**  
**Meeting Agenda**  
**August 3, 2017**  
**Room 413, South Dakota Capitol, Pierre**

Begins at 9 a.m. CDT, August 3, 2017

1. Roll call of board members
2. Approval of agenda
3. Approval of minutes
4. Classification & compensation items
  - a. Disease Intervention Specialist (retitled, from paygrade GH to GI)
  - b. Health Lab Section Leader (new, paygrade GK)
5. Grievant hearing: Tony Hillmer v. Bureau of Human Resources
6. Adjourn

Persons interested in joining the meeting may do so by appearing in person at the South Dakota Capitol, 500 East Capitol Avenue, Pierre, SD, or listen online at [www.sd.net/room413](http://www.sd.net/room413).

If you need assistance, please contact Heather Perry at 605.773.4479 or [heather.perry@state.sd.us](mailto:heather.perry@state.sd.us).

# Civil Service Commission Minutes

June 15, 2017

Conference Call

## **Members present:**

Judy Greff  
Greg Ingemunson  
Dawn Morris  
Shannon Williams

## **Others present:**

Heather Perry, BHR director of policy and special projects  
Ellen Zeller, BHR director of classification and compensation

Commissioner Morris, acting as chair, called the meeting to order at 10:05 a.m. CDT.

### **1. Approval of agenda**

Commissioner Greff moved to approve the agenda as presented. Commissioner Ingemunson seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted in favor of approving the agenda.

### **2. Approval of minutes**

Commissioner Ingemunson moved that the minutes of the March 21, 2017, hearing be approved. Commissioner Greff seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted in favor of approving the minutes.

### **3. Pay Grades for new classes:**

Zeller presented information about the pay grades for three new classes for approval:

- a. Wildland firefighter, pay grade GD**
- b. Laundry leader, pay grade GE**
- c. Epidemiology Surveillance Coordinator, pay grade GK**

Commissioner Greff moved to approve the pay grades. Commissioner Ingemunson seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted in favor of the recommended pay grades.

#### **4. FY18 Pay Structures**

Zeller presented eight pay structures for the commission's consideration, including general, law enforcement, medical and five career bands (accounting, engineering, environmental science, information technology, nursing). She explained that the market values of each pay structure had been updated to be consistent with market survey data collected from surrounding state governments and in-state public and private businesses. Because the legislature did not appropriate funds for salary increases for state employees, the minimum salaries did not change from FY17.

Commissioner Williams moved to approve the salary structures. Commissioner Ingemunson seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted to approve the eight pay structures.

#### **5. Adjourning meeting**

Commissioner Ingemunson moved to approve the new classification. Commissioner Williams seconded the motion. Commissioners Greff, Ingemunson, Morris and Williams voted in favor of adjourning.

Commissioner Christianson adjourned the meeting at 10:20 a.m.

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Disease Intervention Specialist**

**Class Code: 051042**

**Pay Grade: GH**

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### **A. Purpose:**

Provides comprehensive public health services in areas such as nutrition, disease intervention, as well as issues regarding education and technical assistance to clients, health care providers and the public on public health, disease transmission, disease prevention, and healthy lifestyles.

### **B. Distinguishing Feature:**

The Disease Intervention Specialist meets identified health care needs of individuals and/or populations through ongoing assessment, planning, implementation, and evaluation.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Assesses the health and health care needs of families and individuals who would benefit from health promotion or who are at identified risk of illness, disability, or premature death.
  - a. Develops intervention strategies with the community to meet identified needs that take into account available resources, the range of activities that contribute to health and the prevention of illness, disability, and premature death.
  - b. Evaluates services to determine the extent to which interventions have an impact on the health status of individuals and families.
2. Assesses the health and health care needs of individuals who contract or are at risk for Sexually Transmitted Infections (STI).
  - a. Conducts investigations to determine the origin of the STI by interviewing sexual partners, inspecting client's activities, living situations, and other factors.
  - b. Evaluates treatment options that best fit the individual's needs and resources available.
  - c. Follows up with clients to provide support, treatment, and information to aid client in treating the infection (s).
3. Performs investigations relating to the occurrence, causes, control, and prevention of communicable diseases or illnesses to ensure treatment is received and to prevent the spread of disease or illnesses.
  - a. Provides tuberculosis control and case management services to ensure the detection and treatment of disease and ensures prescribed procedures are followed.
  - b. Provides, reviews, and evaluates immunization levels of day-care centers, headstarts, nursery schools, kindergartens, and transfer students.
  - c. Performs epidemiology to ensure the control and prevention of diseases and continuation of prescribed treatments; and tracks disease morbidity.
4. Develops presentations to assist clients, schools, businesses, health care providers, and community groups understand the causes, control, and prevention of disease and development of healthy lifestyles.

5. Obtains blood, urine and bacteriological specimens, processes for mailing, and interprets laboratory evaluations according to prescribed procedures to ensure proper action is taken.
  - a. Provides counseling services to clients who demonstrate medical needs due to complicated medical conditions or to control medical conditions.
  - b. Develops, monitors, and modifies client care plans to ensure appropriate client services are delivered.
  - c. Continues to be proficient in venipuncture, capillary specimen, and tuberculin skin testing techniques, and is tested annually for proficiency.
  
6. Provides family counseling and education to ensure proper methods of caring and accurate information.
  - a. Provides education in the areas of infant care, growth and development, safety, nutrition, parenting skills, birth control, and changes in life style.
  - b. Provides technical assistance to health professionals and is available for consultation and case management of public health related situations to ensure accurate information.
  - c. Conducts health assessments and health education programs by providing health appraisals for preschool and school aged children and promotion prevention and wellness.
  
7. Determines eligibility for Department of Health programs based on medical or nutritional needs to ensure needed services are provided.
  - a. Completes accurate, timely, and pertinent documentation on all services provided.
  - b. Conducts home visits by assessing client's health care needs and recommending procedures regarding care.
  
8. Performs other work as assigned.

#### **D. Reporting Relationships:**

The Disease Intervention Specialist reports to the Regional Manager. Typically does not supervise, but does provide support to medical staff to aid in treatment of clients.

#### **E. Challenges and Problems:**

The incumbent is challenged to assess the health and health care needs of a population and to identify communities and individuals at risk of illness, disability or premature death and develop/implement/evaluate a plan of action to address these needs. The incumbent is also challenged to maintain strict confidentiality for all clients. This is difficult because of the legal obligation to protect the identity of the client while encouraging the cooperation of others in locating, counseling, and treating individuals. Other challenges include ensuring compliance with numerous federal, state, and program regulations, policies and procedures; securing community resources to meet the varied health needs; establishing rapport with community leaders, teachers, parents, and physicians; and coping with human suffering.

Typical problems resolved by the incumbent include identifying and referring clients to appropriate health care and community resources; uncooperative patients who refuse to follow established medical/nutritional protocol; requests for technical assistance from health care providers faced with unique situations and requesting guidance; public health panic caused by the lack of knowledge or fear of a disease and how it can be transmitted; outbreak control measures to intervene in large numbers of illness and prevent further transmission of infectious disease;

client/public not understanding program eligibility guidelines; changing life-style behaviors of clients; and prioritizing all requests for services.

#### **F. Decision-making Authority:**

Decisions made by the incumbent include determining compliance with federal and state rules and regulations, program policies and procedures. Determining community needs and recommending services to meet identified needs; taking action to control communicable disease; appropriate testing and treatment; medication compliance and recommending changes in medication management; appropriate testing and treatment to be completed based on assessment of need for HIV/STD; appropriate immunization status of children and adults; appropriate vaccine management by health care facilities; initiation of an investigation and appropriate course of action to take; priority of cases assigned; identifying appropriate health goals and counseling for clients; determining need to modify client care plans; appropriate documentation and record maintenance for client services; technical information for health care providers; appropriate health care procedures to use based on health assessment; appropriate client referrals to physician or agencies; appropriate client health care plans based on need; and determining program eligibility.

Decisions referred to a superior include media requests for interviews, policy statements, removal of children from school for immunization non-compliance, approval of special projects, unusual circumstances which policies and procedures do not address, legal interpretation, and approval of large expenditures.

#### **G. Contact with Others:**

Daily contact with clients to provide health care services, referrals to other health care providers and agencies. Frequent contact with physicians, community leaders, schools, and other agencies to discuss client needs, community needs, and respond to services.

#### **H. Working Conditions:**

Located in a clinic or office setting. May be exposed to occupational hazards including infectious diseases; lift and position clients; lift boxes and equipment weighing 50 pounds or more. Occasionally may have to deal with clients with difficult behaviors. Frequent travel is required within a region and to clients' residences or other off-site location to follow-up with treatment progress, communicate testing results, or conduct investigations.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- the theory and practice of health education, community organization, and public relations;
- the cause and control of communicable diseases, measures available for the prevention of premature disability from chronic diseases, cause and prevention of accidents and preventable diseases;
- sexually transmitted infections (STI);
- the principles of the behavioral sciences;
- the professional practices, principles, and dynamics of adult, child, or health education and promotion;
- current social and economic conditions and their relationship to health issues;
- interviewing and investigating techniques;

- human anatomy and physiology;
- physiological impact of disease;
- public health standards and practices;
- medication information as it relates to treatment processes;
- community and agency resources.

Ability to:

- establish and maintain effective working relationships with employees of governmental agencies, professional groups, the press, and the public;
- write well and speak fluently and authoritatively on topics of public health before lay and professional groups;
- handle multiple and complex health care programs;
- deal with complicated health conditions;
- deal with difficult clients;
- assess, interpret, plan, and evaluate public health needs;
- understand, interpret, and implement state program regulations and policies.

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Health Laboratory Section Leader**

**Class Code: 040685**

**Pay Grade: GK**

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### **A. Purpose:**

Performs diagnostic testing in support of client needs and current South Dakota Department of Health – Public Health Laboratory (SDPHL) initiatives in the section of forensic chemistry, environmental chemistry, or medical microbiology and serves as a team leader in one of these areas of the state health laboratory.

### **B. Distinguishing Feature:**

The Health Laboratory Section Leader provides day to day support for the diagnostic section, acts as a resource for technical and regulatory questions, provides section support for the use of Laboratory Information Management System (LIMS) and Electronic Test Ordering and Result Reporting (ETOR), and performs diagnostic testing in support of SDPHL clients.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Performs diagnostic testing and ensures high quality results and continuity of laboratory services to clients throughout the state.
  - a. Conducts laboratory testing activities and ensures testing is performed according to laboratory policies and standard operating procedures (SOP) as well as safely, consistently, and in agreement with industry best-practice/and or state and federal requirements.
  - b. Determines when testing is performed based on volumes and turn-around time expectations.
  - c. Determines if workflows are in accordance with laboratory policies and SOP and will advise laboratory director or deputy director if corrections need to be made.
  - d. Reviews sample data verifying that results are true and accurate.
2. Oversees quality management including proficiency, competency, and adherence to laboratory policies.
  - a. Works with laboratorians and administrative staff to ensure adherence laboratory policies and standard operating procedures.
  - b. Monitors the use of quality control and/or assurance procedures.
  - c. Supports quality management activities such as data review and validation.
  - d. Contributes to the section specific quality assurance manual.
  - e. Functions as the sections LIMS super-user.
  - f. Supports other initiatives such as LEAN implementation.
3. Manages the daily testing activities to ensure high priority testing or tests with defined turnaround times are completed first and ensures administrative needs of the section are met.
  - a. Prioritizes testing activities and determines how best to support section workflows to achieve high quality and timely diagnostic testing.



- b. Works closely with administrative staff to ensure requisition entry and result reporting occur in a timely manner.
- 4. Plans, organizes, and serves as a lead worker to an assigned laboratory area to ensure the adequacy and accuracy of activities.
  - a. Coordinates daily activities and priorities.
  - b. Consults with staff on methods, problems, or questions.
  - c. Assists in the review of written documentation of procedures or methods.
  - d. Compiles and submits required reports.
  - e. Ensures the maintenance of laboratory equipment.
  - f. Oversees purchasing and inventory of laboratory supplies, reagents, buffers, and gases.
  - g. Serves as the point of contact for equipment malfunction.
  - h. Ensures laboratory organization and cleanliness.
- 5. Performs other work as assigned.

**D. Reporting Relationships:**

The incumbent reports to the Deputy Director or Director. Serves as a lead worker over a section of other laboratory staff.

**E. Challenges:**

Challenges include the daily management of a high volume of testing which requires an in-depth knowledge of scientific principles, instrumentation, SOP, safety policies and complex workflows; prioritizes testing and administrative tasks; makes workflow and efficiency improving recommendations; helps staff prioritize testing and administrative tasks to meet client needs; determines if a problem is an equipment malfunction or quality control; maintains inventory and organization of laboratory supplies; and ensures appropriate quality control and quality assurance measures are in place and being followed by all staff.

Typical problems include individuals and staff not complying with policies and procedures; notifying service users that test results reported earlier were incorrect or incomplete; interpretation and correct identification of unusual results; and keeping current with new regulatory, intervention, and testing procedures.

**F. Decision-making Authority:**

Decisions include the daily management and prioritizing of staff services and resources; determines which testing is performed based on volume and turnaround time expectations, recommends the purchase of new equipment; recommends enhancements to LIMS as the IT needs of the section change; implements the organization and storage strategies based on LEAN principles; and determines when ordering should take place each month.

Decisions referred include equipment malfunction and unusual test results, if testing needs to be discontinued to ensure high priority testing is completed, the need for additional administrative support to ensure testing occurs in a timely manner, changes to current laboratory organization; large or multi-month supply purchases; and referral of staff when work environment becomes disorganized impacting workflows or safety.

### **G. Contact with Others:**

Daily contact with the section staff to give direction and guidance.

### **H. Working Conditions:**

Works in a laboratory setting with dangerous chemicals and infectious pathogens.

### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- Scientific methodology;
- virology, bacteriology, serology, immunology, parasitology, mycology, or mycobacteriology;
- principles and practices of forensic chemistry, environmental chemistry or medical microbiology and analyses;
- CLIA, EPA, and CDC rules, regulations, and standards;
- General Laboratory Practice and safety.

Ability to:

- Assist in the development of methods and or techniques to be used in laboratory analysis;
- Perform standardized and complex tests or analyses;
- Observe and practice safety precautions
- assist in the planning and organization of the activities of a section;
- work effectively with individuals and groups;

**CIVIL SERVICE COMMISSION**

**STATE OF SOUTH DAKOTA**

IN THE MATTER OF THE GRIEVANCE OF: )  
Tony Hillmer )  
v. ) NOTICE OF HEARING  
Bureau of Human Resources )

**I.**

Please be advised that the hearing in the above entitled matter will be held at 9 a.m. CDT, in Room 413 of the Capitol Building (500 E Capitol Avenue) in Pierre, South Dakota on August 3, 2017. This will be an adversary hearing to determine whether Mr. Hillmer's position is properly classified as a Corrections Sergeant.

**II.**

This hearing is held pursuant to the authority and jurisdiction granted to the Civil Service Commission by SDCL 3-6D-15 and ARSD Ch. 55:10:08.

**III.**

The hearing involved the following statutes and rules:

SDCL Ch. 3-6D, ARSD Art. 55:10, SDCL 3-6D-10, 3-6D-18 and ARSD 55:10:08:03.

**IV.**

The issue to be determined at the hearing is as follows:

Whether Mr. Hillmer's position is properly classified as a Corrections Sergeant.

**V.**

In accordance with SDCL and 3-6D-10 and 3-6D-14, the Civil Service Commission shall determine and decide whether Mr. Hillmer is properly classified as a Corrections Sergeant and may grant such relief as is provided by law.

**VI.**

This hearing is a contested case as that term is defined in SDCL 1-26-1(2). As such, this hearing is an adversary proceeding at which the grievant and respondent have the right to be present and to be represented by legal counsel or other representative, to introduce evidence and present testimony on their behalf, to call witnesses to testify, to cross-examine all witnesses present, and to submit written argument. These and other due process rights will be forfeited if they are not exercised at this hearing.

**VII.**

If the amount in controversy exceeds two thousand five hundred dollars or if a property right may be terminated, any party to the contested case may require the agency to use the Office of Hearing Examiners by giving notice of the request to the agency no later than ten days after service of this Notice of Hearing.

**VIII.**

The decision based on the hearing may be appealed to the circuit court and the state Supreme Court as provided by law.

**IX.**

The Commission requests that the parties arrive at least fifteen minutes early and that the parties bring nine collated copies of each exhibit.

Dated this 30th day of June, 2017.



Laurie R. Gill, Commissioner  
Bureau of Human Resources  
500 East Capitol Avenue  
Pierre, SD 57501  
Telephone: 605-773-4918