

City of Sioux Falls
Civil Service Board
MINUTES

May 13, 2016
Human Resources
Conference Room
8:00 a.m.

MEMBERS PRESENT: Burnley, Carpenter, Hanson

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 8:00 a.m. on May 13, 2016.
- 2) **A motion was made by Burnley and seconded by Carpenter to approve the minutes of the March 8, 2016, meeting.** Motion carried unanimously.
- 3) **A motion was made by Carpenter and seconded by Burnley to extend the current eligibility lists for nine months or as requested for the following positions:**
 - a. Promo/Transfer Eligibility List 3850 Park Forestry Caretaker (6 months)
 - b. Entrance Eligibility List 3851 Traffic Sign Technician (9 months)Motion carried unanimously.
- 4) **A motion was made by Burnley, seconded by Carpenter to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Carpenter, seconded by Burnley to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 6) **Having no further business, a motion was made by Burnley and Carpenter seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, July 6, 2016, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 8:09 a.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – May 13, 2016

1. Advertising: Reporting Period – February 15, 2016 – April 10, 2016

Registered Nurse	Dental Assistant
Community Development Program Specialist	Fire Apparatus Operator
Human Resources Technician	Electrical Inspector
Fleet Manager	Vehicle/Equipment Service Worker
Recreation Program Specialist	Civil Engineer/P.E. (2)
Public Health Prevention Coordinator	Water Service Technician
Water Distribution System Technician	

2. Eligibility List – Reporting Period – February 15, 2016 – April 10, 2016

3850	PROMO/TRANS	PARK FORESTRY CARETAKER	16-Feb-16
3851	ENTRANCE	TRAFFIC SIGN TECHNICIAN	19-Feb-16
3852	ENTRANCE	LABORER	25-Feb-16
3853	ENTRANCE	EQUIPMENT OPERATOR (PARKS)	29-Feb-16
3854	ENTRANCE	DISTRICT PARK SUPERVISOR	3-Mar-16
3855	PROMO/TRANS	DISTRICT PARK SUPERVISOR	3-Mar-16
3856	ENTRANCE	REAL ESTATE SPECIALIST	7-Mar-16
3857	ENTRANCE	WATER DISTRIBUTION SYSTEM TECHNICIAN	16-Mar-16
3858	ENTRANCE	CIVIL ENGINEER/P.E. - FACILITIES	18-Mar-16
3859	ENTRANCE	CIVIL ENGINEER/P.E. - STORM DRAINAGE	21-Mar-16
3860	ENTRANCE	PUBLIC HEALTH PREVENTION COORDINATOR	23-Mar-16
3861	ENTRANCE	WATER SERVICE TECHNICIAN	23-Mar-16
3862	ENTRANCE	RECREATION PROGRAM SPECIALIST	4-Apr-16

Exhibit A Section 3 – May 13, 2016 CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
16-06	Midmanagement	Add Add	Fleet Manager Fleet Supervisor	531 528	C52 C42
16-09	Classified	Add	Human Resources Technician	146	B23

EXHIBIT B – May 13, 2016

New Hires – Reporting Period 2/15/16 – 4/10/16

Eligibility List #	Name	Classification	Hire Date	MOU
3845	Eade, Jeremy	Water Distribution System Technician	2/16/2016	Water Maintenance
3843	Blain, Justin	Plumbing Inspector	2/16/2016	Planning & Bldg Services
3848	Tonsager, Amy	Park Service Worker	2/16/2016	Parks & Recreation
3847	Engelmann, Matthew	Sewer Collection Technician	2/16/2016	Water Reclamation
3847	Gacke, Ethan	Sewer Collection Technician	2/16/2016	Water Reclamation
3845	Christensen, Justin	Water Distribution System Technician	2/22/2016	Water Maintenance
3849	Cazer, Tallon	Civil Engineer	2/22/2016	Engineering
3847	McDonnel, Jordan	Sewer Collection Technician	2/29/2016	Water Reclamation
3851	Healy, Jerrod	Traffic Sign Technician	3/7/2016	Engineering
3840	Rice, Betsy	Library Marketing Coordinator	3/14/2016	Library
3848	Dubanoski, Edward	Park Service Worker	3/14/2016	Parks & Recreation
3853	Buhman, Joshua	Equipment Operator	4/4/2016	Parks & Recreation
3852	Daniels, John	Laborer	4/4/2016	Water Reclamation

Off Probation – Entrance Reporting Period 2/15/16 – 4/10/16

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
3735	Spellmeyer, Patrick	Engineering Technician	2/23/2015	Engineering	2/23/2016
3738	Campbell, Ryan	Utility Electrician	2/23/2015	Light	2/23/2016
3681	Dubbelde, Lisa	Billing Cashier	2/23/2015	Water Billing	2/23/2016
3736	Gunn, Jennifer	LPN	2/23/2015	Health	2/23/2016
3742	Pankonin, Sara	Civil Engineer PE	3/16/2015	Engineering	3/16/2016
3735	Knoll, Michell	Engineering Technician	3/23/2015	Engineering	3/23/2016
3745	Watson, Eric	Wastewater Operator	3/30/2015	Water Reclamation	3/30/2016
3745	Young, Zachary	Wastewater Operator	4/6/2015	Water Reclamation	4/6/2016

Promotions - Reporting Period 2/15/15 – 4/10/16

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3744	Jeff Garden	2/15/2016	Police Sergeant	Police	Police Lieutenant	Police
3317	Paul Smedsrud	2/15/2016	Police Officer	Police	Police Sergeant	Police
3850	Jed Jones	2/29/2016	Park Service Worker	Parks	Park Forestry Caretaker	Parks
3855	Richard Carlson	3/28/2016	Park Caretaker	Parks	District Park Supervisor	Parks

**Off Probation - Promotional
Reporting Period 2/15/16 – 4/10/16**

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
3804	David Jensen	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/28/16
3804	Brian Kringstad	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/28/16
3804	Clint DeBoer	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/28/16
3804	Michael Murphy	9/28/2015	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/28/16

Transfers - Reporting Period 2/15/16 – 4/10/16

Eligibility List #	Name	Date Transferred	Former Classification	Former MOU	New Classification	New MOU

None to report.

Off Probation - Transfers - Reporting Period 2/15/16 – 4/10/16

Eligibility List #	Name	Date Transferred	Former Classification	Former MOU	New Classification	New MOU	Date Completed
3793	Shawn Dose	9/14/15	Fire Apparatus Operator	Fire	Fire Inspector	Fire	3/14/16

**Reassignments – Chapter 39/Reclassifications
Reporting Period 2/15/16 – 4/10/16**

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Christopher Fleming	2/15/16	Lead Sewer Collection Tech	Water Reclamation	Lead Sewer Collection Technician - Certified	Water Reclamation
Robert Baker	2/15/16	Lead Wastewater Operator	Water Reclamation	Lead Wastewater Operator – Certified	Water Reclamation
Jeff Chambers	2/15/16	Lead Sewer Collection Tech	Water Reclamation	Lead Sewer Collection Technician - Certified	Water Reclamation
Ron Ellefson	1/18/16	Lead Water Distribution Technician	Water Purification	Lead Water Distribution System Technician – Certified	Water Purification

Separations – Reporting Period 2/15/16 – 4/10/16

Name	Separation Date	Hire Date	MOU	Classification
Douglas Swartz	2/16/16	5/5/97	Fire	Fire Apparatus Operator
Loren Beard	3/11/16	3/11/96	Parks & Recreation	District Park Supervisor
Gary Halstead	4/1/16	2/12/01	Public Works	Real Estate Specialist
Chad Grode	4/1/16	1/22/13	Fleet	Vehicle/Equipment Service Worker
Dawn Wiebe	4/8/16	6/10/91	Finance	Accounting Technician

**Separations within Probation Period
Reporting Period 2/15/16 – 4/10/16**

Name	Separation Date	Hire Date	MOU	Classification
Elsa Martinez	3/17/16	2/1/2016	Health	Dental Assistant
Julie Briggs	11/30/15	3/25/16	Attorneys	Human Rights Community Coordinator
Brady Blide	10/13/15	4/7/16	Police	Police Officer

**Return to Civil Service
Reporting Period 2/15/16 – 4/10/16**

Name	Date	Former Classification	New Classification	New MOU

None to report.