

**City of Sioux Falls**  
**Civil Service Board**  
***MINUTES***

March 7, 2018  
Human Resources  
Conference Room  
12:00 p.m.

MEMBERS PRESENT: Hanson, Burnley, Elbers, Carpenter

MEMBERS ABSENT: None

STAFF PRESENT: O'Toole, Holsen, Hannestad

- 1) **The meeting was called to order at 12:14 p.m. on March 7, 2018.**
- 2) **A motion was made by Carpenter, seconded by Elbers to approve the minutes of the January 3, 2018 meeting.** Motion carried unanimously.
- 3) **A motion was made by Elbers, seconded by Burnley to approve the 2017 Civil Service Annual Report.** 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) **A motion was made by Elbers, seconded by Carpenter to extend the eligibility lists as requested for the following positions:**
  - a. Entrance Eligibility List 14339000-2 – Park Service Worker (9 months)
  - b. Entrance Eligibility List 22725000-1 – Water Operator (9 months)

Motion carried unanimously.

**A motion was made by Burnley, seconded by Elbers that the Civil Service Board enter Executive Session to discuss personnel issues at 12:30 p.m.**

**A motion was made by Elbers, seconded by Burnley to exit Executive Session at 12:34 p.m.**

- 7) **A motion was made by Burnley, seconded by Elbers to order the disciplinary actions as set forth in Exhibit C to be recorded.** Motion carried unanimously.
- 8) **Having no further business, a motion was made by Carpenter and Burnley seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, May 2, 2018, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:35 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – March 7, 2018

**a. Advertising: Reporting Period – December 18, 2017 – February 11, 2018**

Police Officer	Business Analyst
Maintenance Mechanic-Water Rec	Recreation Program Coordinator
Landfill Scale Operator	Sewer Collection Supervisor
Community Development Program Specialist	Librarian
Maintenance Mechanic-Water Pur	Civil Engineer/P.E.
Police Records Clerk	

**b. Eligibility List – Reporting Period – December 18, 2017 – February 11, 2018**

14339000-2	ENTRANCE	PARK SERVICE WORKER	12/21/2017
22725000-1	ENTRANCE	WATER OPERATOR	1/2/2018
22725000-1A	PROMO/TRANSFER	WATER OPERATOR	1/2/2018
51180000-1	ENTRANCE	BUSINESS ANALYST	1/5/2018
4146000-1	ENTRANCE	HUMAN RESOURCES TECHNICIAN	1/10/2018
4146000-1A	PROMO/TRANSFER	HUMAN RESOURCES TECHNICIAN	1/10/2018
52098000-1	ENTRANCE	TRAFFIC DEVICES MAINTENANCE SUPERVISOR	1/12/2018
52098000-1A	PROMO/TRANSFER	TRAFFIC DEVICES MAINTENANCE SUPERVISOR	1/12/2018
52010000-3	ENTRANCE	ENGINEERING TECHNICIAN	1/9/2018
23577000-1	ENTRANCE	MAINTENANCE MECHANIC-WATER REC	1/26/2018
52914000-4	ENTRANCE	CIVIL ENGINEER/P.E.	1/31/2018

**c. Classification Plan Amendments**

EO #	Category	Change	Job Title	OCC Code	Scale
18-02	Midmanagement	Delete	Water Distribution System Supervisor	548	342
18-02	Midmanagement	Add	Water Distribution System Supervisor/Certified	548/544	342/343
18-02	Midmanagement	Delete	Sewer Collection Supervisor	562	342
18-02	Midmanagement	Add	Sewer Collection Supervisor	562/563	342/343
18-03	Midmanagement	Delete	Light Superintendent	520	352
18-03	Midmanagement	Add	Light, Power and Traffic Superintendent	520	462



## EXHIBIT B – March 7, 2018

### New Hires – Reporting Period December 18, 2017 – February 11, 2018

Eligibility List #	Name	Classification	Hire Date	MOU
6285000-2	Adam, Jamal	Custodial Worker	12/18/2017	Facilities
10047000-1	Wells, Amanda	Word Processor	12/26/2017	Police
7140000-3	Eubanks, Katelyn	Information Security Admin.	1/2/2018	Technology
52010000-2	Hickey, Matthew	Engineering Technician	1/2/2018	Engineering
21739000-3	Heller, Lucas	Landfill Equipment Operator	1/2/2018	Landfill
23900000-2	Stefanich, Daniel	Laborer	1/16/2018	Water Rec
21739000-3	Himes, John	Landfill Equipment Operator	1/16/2018	Landfill
12059000-2	Poppenga, Jalanni	Registered Nurse	1/16/2018	Health
14339000-2	Mueller, Caleb	Park Service Worker	1/16/2018	Park
22556000-2	Voigt, Alex	Water Distribution System Technician	1/29/2018	Water
12163000-2	Borgstadt, Mary Lisa	Advanced Practice Provider	2/5/2018	Health
52098000-1	Tiehen, Gregg	Traffic Devices Maintenance Supervisor	2/5/2018	Light

### Off Probation – Entrance

### Reporting Period December 18, 2017 – February 11, 2018

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
15023000-1	Stevenson, Justin	Librarian	11/28/2016	Library	11/28/17
14342000-2	Watson, Travis	Park Supply Specialist	12/5/2016	Parks	12/5/17
6285000-1	Gruhke, Kimberly	Custodial Worker	12/5/2016	Facilities	12/5/17
22721000-1	Lown, Joshua	Water Service Technician	12/12/2016	Water	12/12/17
12163000-1	Nagel, Megan	Advanced Practice Provider	12/12/2016	Health	12/12/17
12-097000-1	Ellens, Meghan	Patient Support Technician	12/19/2016	Health	12/19/17
3888	Chernock, Dane	Police Officer	11/7/2016	Police	2/7/18
3888	Drenten, John	Police Officer	11/7/2016	Police	2/7/18
3888	Zeigler, Hayden	Police Officer	11/7/2016	Police	2/7/18
3888	Kocmick, Kyle	Police Officer	11/7/2016	Police	2/7/18
3888	Seiner, Scott	Police Officer	11/7/2016	Police	2/7/18
16410000-1	Fickbohm, Cory	Permit Technician	1/3/2017	Planning/Building Services	1/3/2018
22576000-1	Cooper, Stefan	Controls Technician	1/3/2017	Water Maintenance	1/3/2018
3102000-1	Woolam, Bonnie	Paralegal	1/3/2017	Attorney	1/3/2018
12046000-1	Piacentino, Kelly	Dental Services Manager	1/3/2017	Health	1/3/2018
16410000-1	Borah, Michael (Chet)	Permit Technician	1/3/2017	Planning/Building Services	1/3/2018
5095000-3	Papke, Cody	Chief Accountant	1/17/2017	Finance	1/17/2018
15018000-2	Hall, Sharon	Branch Librarian	1/23/2017	Library	1/23/2018

# EXHIBIT B – March 7, 2018

## Promotions - Reporting Period December 18, 2017 – February 11, 2018

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
22725000-1	Tiggelaar, Rollin	1/15/2018	Water Distribution System Technician	Water	Water Operator	Water
04146000-1A	Bianchi, Cathleen	1/29/2018	Administrative Assistant	Street	Human Resources Technician	Human Resources

## Off Probation – Promotional

### Reporting Period December 18, 2017 – February 11, 2018

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
3804	Lacey, William	7/3/2017	Fire Apparatus Operator	Fire	Fire Captain	Fire	1/3/18
3874	Willis, Terry	7/3/2017	Firefighter	Fire	Fire Apparatus Operator	Fire	1/3/18
22719000-1A	Menholt, Steven	7/3/2017	Water Service Technician	Water	Lead Water Service Technician/certified	Water	1/3/18

## Transfers - Reporting Period December 18, 2017 – February 11, 2018

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

## Off Probation - Transfers - Reporting Period December 18, 2017 – February 11, 2018

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

# EXHIBIT B – March 7, 2018

## Reassignments – Chapter 39/Reclassifications

Reporting Period December 18, 2017 – February 11, 2018

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Jongeling, Jerry	1/29/2018	Light Superintendent	Light	Light, Power and Traffic Superintendent	Light, Power & Traffic
Rosenbrook, Brent	1/29/2018	Sewer Collection Supervisor	Water Rec	Sewer Collection Supervisor Certified	Water Rec
Faris, Paul	1/29/2018	Sewer Collection Supervisor	Water Rec	Sewer Collection Supervisor Certified	Water Rec
McDonnel, Darin	1/29/2018	Water Distribution System Supervisor	Water Billing	Water Distribution System Supervisor Certified	Water Billing

## Separations – Reporting Period December 18, 2017 – February 11, 2018

Name	Separation Date	Hire Date	MOU	Classification
Maras, Jacob	12/18/17	5/14/12	Engineering	Civil Engineer PE
Siemonsma, Andrew	12/29/17	7/6/15	Water Reclamation	Maintenance Mechanic
Wynthein, Melanie	1/18/18	9/26/05	Public Parking	Parking Patrol
Brannen, Payton	1/9/18	1/12/15	Fire	Firefighter
West, Shauna	2/2/18	5/26/09	Police	Police Records Clerk
Jarvie, Calla	2/8/18	2/27/12	Library	Library Associate

## Separations within Probation Period

Reporting Period December 18, 2017 – February 11, 2018

Name	Separation Date	Hire Date	MOU	Classification
Schmidt, Michael	1/5/18	7/31/17	10	Police Officer
Bain, Jessica	1/16/2018	3/27/2017	21	Landfill Scale Operator
Simon, Steve	1/31/2018	11/13/2017	22	Water Service Technician

## Return to Civil Service

Reporting Period December 18, 2017 – February 11, 2018

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

