

City of Sioux Falls
Civil Service Board
MINUTES

November 14, 2018
Human Resources
Conference Room
12:00 p.m.

MEMBERS PRESENT: Burnley, Elbers, Carpenter

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen

- 1) **The meeting was called to order at 12:10 p.m. on November 14, 2018.**
- 2) **Kimberly Elbers nominated Melanie Carpenter as Chairperson, Robin Burnley seconded the nomination.**
Nomination approved unanimously
- 3) **A motion was made by Kimberly Elbers, seconded by Robin Burnley to approve the minutes of the September 5, 2018 meeting.**
Motion carried unanimously
- 4) **A motion was made by Kimberly Elbers, seconded by Robin Burnley to approve the Personnel Actions as set forth in Exhibit A.**
Motion carried unanimously
- 5) **A motion was made by Robin Burnley, seconded by Kimberly Elbers to order the personnel actions recorded as set forth in Exhibit B.**
Motion carried unanimously
- 6) **A motion was made by Kimberly Elbers, seconded by Robin Burnley to extend the eligibility lists as requested for the following positions:**
 - a. Entrance Eligibility List 14335000-1 Park Forestry Caretaker (9 Months)
 - b. Promo/Transfer Eligibility List 14335000-1A Park Forestry Caretaker (9 Months)
 - c. Entrance Eligibility List 10112000-1 Forensic Specialist (6 Months)
 - d. Entrance Eligibility List 22154000-4 Parts & Inventory Technician (6 Months)
 - e. Entrance Eligibility List 10111000-3 Police Evidence Technician (6 Months)

Motion carried unanimously

A motion was made by Robin Burnley, seconded by Kimberly Elbers that the Civil Service Board enter Executive Session to discuss personnel issues at 12:25 p.m.

Motion carried unanimously

A motion was made by Kimberly Elbers, seconded by Robin Burnley to exit Executive Session at 12:30 p.m.

Motion carried unanimously

A motion was made by Robin Burnley, seconded by Kimberly Elbers to order the disciplinary actions as set forth in Exhibit C to be recorded.

Motion carried unanimously

7) Having no further business, a motion was made by Kimberly Elbers, seconded by Robin Burnley to adjourn the meeting.

Motion carried unanimously

The Board will meet on Wednesday, January 9, 2019, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:31 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – November 14, 2018

a. Advertising: Reporting Period – August 13, 2018 – October 21, 2018

Safety Coordinator	Police Evidence Technician
Business Analyst	Parts & Inventory Technician
Mechanic (2)	Urban Forestry Specialist
Sewer Collection Technician	Risk Manager
Custodial Worker	Park Service Worker
Mechanic	GIS Specialist
Advanced Practice Provider	

b. Eligibility Lists: Reporting Period – August 13, 2018 – October 21, 2018

16503000-1	ENTRANCE	MECHANICAL INSPECTOR	8/13/2018
14335000-1	ENTRANCE	PARK FORESTRY CARETAKER	8/24/2018
14335000-1A	PROMO/TRANSFER	PARK FORESTRY CARETAKER	8/24/2018
12097000-2	ENTRANCE	PATIENT SUPPORT TECHNICIAN - DENTAL	8/27/2018
10012000-1A	PROMO/TRANSFER	ASSISTANT POLICE CHIEF	8/28/2018
10112000-1	ENTRANCE	FORENSIC SPECIALIST	9/10/2018
10111000-3	ENTRANCE	POLICE EVIDENCE TECHNICIAN	9/14/2018
4153000-1	ENTRANCE	SAFETY COORDINATOR	9/19/2018
10225000-3A	PROMO/TRANSFER	POLICE SERGEANT	9/12/2018
22154000-1	ENTRANCE	PARTS AND INVENTORY TECHNICIAN	10/1/2018

Exhibit A – November 14, 2018

c. Classification Plan Amendments: August 13, 2018 – October 21, 2018

EO #	Category	Change	Job Title	OCC Code	Scale
18-45	Mid-management	Add	Urban Forestry Specialist	333	C42
18-45	General	Add	Parts & Inventory Specialist	154	B24
18-47	Appointed	Delete	Director of Central Services	810	582-8
18-47	Appointed	Add	Director of Innovation & Technology	811	582-8
18-53	Mid-management	Delete	Chief Building Services Official	079	D61
18-53	Mid-management	Add	Chief Building Official	079	D61
18-53	Mid-management	Delete	Chief Plumbing Inspector	409	C51
18-53	Mid-management	Add	Plumbing Inspection Manager	409	C51
18-53	Mid-management	Delete	Chief Building Inspector	406	C51
18-53	Mid-management	Add	Building Inspection Manager	406	C51
18-53	Mid-management	Delete	Chief Mechanical Inspector	108	C51
18-53	Mid-management	Add	Mechanical Inspection Manager	408	C51
18-53	Mid-management	Delete	Chief Electrical Inspector	407	C51
18-53	Mid-management	Add	Electrical Inspection Manager	407	C51
18-53	Mid-management	Delete	Chief Property Maintenance Inspector	414	C51
18-53	Mid-management	Add	Property Maintenance Inspection Manager	414	C51
18-53	Mid-management	Delete	Neighborhood Service Manager	505	C52
18-53	Mid-management	Add	Development Services Manager	505	D61
18-53	Mid-management	Delete	Chief Planning & Zoning Official	031	D61
18-53	Mid-management	Add	Planning Projects Coordinator	062	C42
18-53	Mid-management	Delete	Affordable Housing Manager	030	C51
18-53	Mid-management	Add	Housing Manager	030	C51
18-53	Mid-management	Delete	Zoning Enforcement Manager	513	C51
18-53	Mid-management	Add	Zoning Manager	513	C51
18-53	General	Delete	Zoning Enforcement Officer	512	C42
18-53	General	Add	Zoning Officer	512	C42
18-53	General	Delete	Affordable Housing Program Specialist	070	C41
18-53	General	Add	Housing Program Specialist	070	C41
18-53	General	Add	Lead Permit Technician	413	B31
18-54	General	Add	Resource Recovery Technician	604	B24

EXHIBIT B – November 14, 2018

New Hires: Reporting Period August 13, 2018 – October 21, 2018

Eligibility List #	Name	Classification	Hire Date	MOU
24735000-2	Christensen, Aaron	Vehicle/Equipment Service Worker	8/13/2018	Fleet
12097000-2	Buie, Kaylee	Patient Support Technician	8/13/2018	Dental-Health
52914000-6	Petersen, Justin	Civil Engineer/P.E.	8/20/2018	Engineering
19283000-1	Ringheimer, Torry	Building Maintenance Worker	8/27/2018	Public Parking
23730000-3	Groen, Jesse	Wastewater Operator	8/27/2018	Water Reclamation
15022000-4	Fellbaum, Carl	Library Associate	9/4/2018	Library
23730000-3	Wagoner, Jacob	Wastewater Operator	9/4/2018	Water Reclamation
7135000-1	Lawrence, Kevin	IT System Analyst	9/10/2018	Technology
22721000-4	Cole, Darren	Water Service Technician	9/10/2018	Water Maintenance
16503000-1	Phelps, Robert	Mechanical Inspector	9/10/2018	Planning & Development Services
15022000-4	Venekamp, Brianna	Library Associate	9/10/2018	Library
12097000-3	Kintzi, Brittani	Patient Support Technician	9/24/2018	Health
5131000-1	Schweder, Dominic	Senior Accountant	9/24/2018	Finance

Off Probation Entrance: Reporting Period August 13, 2018 – October 21, 2018

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
10230000-1	Aamold, Edward	Crime Lab Manager	8/28/2017	Police	8/28/2018
14341000-2	Freeman, Jonathan	Park Caretaker	8/28/2017	Parks & Recreation	8/28/2018
14951000-1	Smothers, Skylar	Recreation Manager	9/11/2017	Parks & Recreation	9/11/2018
19235000-1	Langle, Eric	Parking Patrol	9/11/2017	Public Parking	9/11/2018
52914000-2	Rezac, Nicholas	Civil Engineer	9/25/2017	Engineering	9/25/2018
22556000-1	Hall, Thomas	Water Distribution System Technician	9/25/2017	Water Utilities	9/25/2018
10089000-1	Fiegen, Rebecca	Animal Control Officer	10/10/2017	Police	10/10/2018
1010600-1	Disburg, Jennifer	Police Records Supervisor	10/16/2017	Police	10/16/2018
21603000-1	Bartels, Ty	Landfill Environmental Technician	10/16/2017	Sanitary Landfill	10/16/2018
14301000-1	Nelson, Jacqueline	Parks & Rec Administrative Manager	10/16/2017	Parks & Recreation	10/16/2018

EXHIBIT B – November 14, 2018

Promotions: Reporting Period August 13, 2018 – October 21, 2018

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
10225000-2A	Spaeth, John	8/13/2018	Police Officer	Police	Police Sergeant	Police
14335000-1	Nielson, Daniel	8/27/2018	Park Service Worker	Parks & Recreation	Park Forestry Caretaker	Parks & Recreation
10012000-1A	Hoekstra, Kyle	9/10/2018	Police Lieutenant	Police	Assistant Police Chief	Police
10225000-2A	Treadway, Christopher	9/10/2018	Police Officer	Police	Police Sergeant	Police
10224000-2A	Petersen, Adam	9/10/2018	Police Sergeant	Police	Police Lieutenant	Police

Off Probation Promotional: Reporting Period August 13, 2018 – October 21, 2018

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
10105000-1A	Kayl, Shaun	3/26/2018	Technical Support Specialist	Technology	Police Application Specialist	Police	9/24/18
52545000-1A	Healy, Jerrod	4/9/2018	Traffic Sign Technician	Traffic	Traffic Signal Technician	Traffic	10/9/18
11712000-1A	Johnson, Kurt	4/9/2018	Equipment Operator	Street	Lead Equipment Operator	Street	10/9/18

Transfers: Reporting Period August 13, 2018 – October 21, 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 August 13, 2018 – October 21, 2018

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

Reassignments/Reclassifications: Reporting Period August 13, 2018 – October 21, 2018

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Tobias, Matthew	10/15/2018	Neighborhood Services Manager	Planning & Development Services	Development Services Manager	Planning & Development Service
Schmitt, Jeffrey	10/15/2018	Chief Planning/Zoning Official	Planning & Development Services	Planning Projects Coordinator	Planning & Development Services

EXHIBIT B – November 14, 2018

Separations: Reporting Period August 13, 2018 – October 21, 2018

Name	Separation Date	Hire Date	MOU	Classification
Clare, Amy	8/15/18	6/1/09	Library	Library Associate
Hartmann, Daniel	8/24/18	8/15/88	Fleet	Emergency Vehicle Technician Cert
Smidt, Galen	8/28/18	2/16/93	Police	Assistant Police Chief
Woods, Bryan	8/31/18	1/6/14	Fleet	Mechanic
Hoffman, Elizabeth	10/5/18	12/86/04	Library	Library Associate
Bartels, Lester	10/10/18	1/5/04	Water Reclamation	Lead Sewer Collection Tech (Cert)
Hall, Michael	10/10/18	7/22/91	Attorney	Risk Manager
Burtis, Steve	10/11/18	2/14/94	Police	Police Officer
Brink, Bryan	10/12/18	2/14/94	Police	Police Officer
Swenson, Stacey	10/15/18	11/10/14	Health	Registered Nurse
Stewart, Lawrence	10/17/18	6/12/17	Public Parking	Parking Equipment Service Technician
Toft, Marc	10/19/18	3/18/91	Police	Police Officer
Richmond, Angela	10/12/2018	12/2/2015	Attorney	Paralegal
Montis, Robert	10/16/2018	8/26/2002	Water Reclamation	Lead Wastewater Operator

Separations within Probation Period: Reporting Period August 13, 2018 – October 21, 2018

Name	Separation Date	Hire Date	MOU	Classification
Alvarado, Jesus	8/13/2018	11/6/17	Police	Police Officer

Layoffs: Reporting Period August 13, 2018 – October 21, 2018

Name	Date	MOU	Classification
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None to report