

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

November 2, 2016  
Human Resources  
Conference Room  
12:00 p.m.

MEMBERS PRESENT: Burnley, Carpenter, Hinton – temporary appointee

MEMBERS ABSENT: Hanson

STAFF PRESENT: Hannestad, Holsen and O'Toole

GUEST PRESENT: Kim Elbers (Civil Service Board appointee effective November 11, 2016)

- 1) The meeting was called to order at 12:15 p.m. on November 2, 2016.
- 2) **A motion was made by Hinton and seconded by Burnley to approve the minutes of the September 13, 2016, meeting.** Motion carried unanimously.
- 3) **A motion was made by Hinton and seconded by Burnley to extend the current eligibility lists as requested for the following positions:**
  - a. Entrance Eligibility List 5050000-1 Business Technician (3 months)
  - b. Promo/Transfer List 5050000-1A Business Technician (3 months)
  - c. Entrance Eligibility List 21739000-1 Landfill Equipment Operator (9 months)
  - d. Promo/Transfer List 21739000-1A Landfill Equipment Operator (9 months)
  - e. Entrance Eligibility List 24528000-1 Fleet Supervisor (9 months)
  - f. Entrance Eligibility List 14339000-1 Park Service Worker (9 months)
  - g. Promo/Transfer List 14339000-1A Park Service Worker (9 months)

Motion carried unanimously.

- 4) **A motion was made by Hinton, seconded by Burnley to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Burnley, seconded by Hinton 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 Hinton and Burnley seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, January 4, 2017, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:30 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – November 2, 2016, CSB Meeting

**a. Advertising: Reporting Period – August 29, 2016 – October 23, 2016**

Park Supply Specialist	Librarian
Business Technician	Chief Accountant
Landfill Operations Manager	Custodial Worker
Park Supply Specialist	Community Development Program Specialist
Controls Technician	Water Service Technician
Dental Services Manager	Branch Librarian

**b. Eligibility List – Reporting Period – August 29, 2016 – October 23, 2016**

5050000-1	ENTRANCE	BUSINESS TECHNICIAN	31-Aug-16
5050000-1A	PROMO/TRANS	BUSINESS TECHNICIAN	31-Aug-16
21739000-1	ENTRANCE	LANDFILL EQUIPMENT OPERATOR	1-Sep-16
21739000-1A	PROMO/TRANS	LANDFILL EQUIPMENT OPERATOR	1-Sep-16
3918000-1	ENTRANCE	HUMAN RELATIONS SPECIALIST	2-Sep-16
23570000-1	ENTRANCE	SEWER COLLECTION TECHNICIAN	12-Sep-16
24528000-1	ENTRANCE	FLEET SUPERVISOR	16-Sep-16
10225000-1A	PROMO/TRANS	POLICE SERGEANT	20-Sep-16
12163000-1	ENTRANCE	ADVANCED PRACTICE PROVIDER	21-Sep-16
15023000-1	ENTRANCE	LIBRARIAN	22-Sep-16
14339000-1	ENTRANCE	PARK SERVICE WORKER	23-Sep-16
14339000-1A	PROMO/TRANS	PARK SERVICE WORKER	23-Sep-16
52914000-1	ENTRANCE	CIVIL ENGINEER/P.E.	26-Sep-16
21742000-1A	PROMO/TRANS	LANDFILL OPERATIONS MANAGER	13-Oct-16
5095000-1	ENTRANCE	CHIEF ACCOUNTANT	20-Oct-16

**c. Classification Plan Amendments**

EO #	Category	Change	Job Title	OCC Code	Scale
16-24	Midmanagement	Add	Chief Accountant	095	352 1
16-25	Midmanagement	Add	Dental Services Manager	046	351

## EXHIBIT B – November 2, 2016

### New Hires – Reporting Period August 29, 2016 – October 23, 2016

Eligibility List #	Name	Classification	Hire Date	MOU
15022000-1	Crawford, Jean	Library Associate	8/29/2016	Library
3918000-1	Tuttle, Jennifer	Human Relations Specialist	9/19/2016	Attorney
15022000-1	Healy, Jane	Library Associate	9/26/2016	Library
12048000-1	Tubandt, Jayme	Dental Hygienist	9/26/2016	Public Health
5050000-1	Economo, Jonathan	Business Technician	9/26/2016	Finance
23570000-1	McGruder, Major	Sewer Collection Technician	9/26/2016	Water Reclamation
21739000-1	Gale, Casey	Landfill Equipment Operator	9/28/2016	Sanitary Landfill
5050000-1	Beck, Kimberly	Business Technician	10/3/2016	Finance
14339000-1	Pereira Da Silve, Ruben	Park Service Worker	10/11/2016	Parks & Recreation
24528000-1	Bechtold, Ryan	Fleet Supervisor	10/11/2016	Fleet

### Off Probation – Entrance Reporting Period August 29, 2016 – October 23, 2016

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
101	Whipple, Daniel	Engineering Technician	8/31/2015	Engineering	8/31/2016
3788	Tobias, Matthew	Code Enforcement Manager	9/8/2015	Urban Management	9/8/2016
3795	Welbig, Tina	Registered Nurse	9/21/2015	Public Health	9/21/2016
3794	Adam, Kassim	Custodial Worker	9/28/2015	Facilities	9/28/2016
3798	Nielsen, Joseph	System Administrator	10/5/2015	Technology	10/5/2016
3778	Boyum, Zachary	Police Officer	7/6/2015	Police	10/6/2016
3778	Jensen, Aaron	Police Officer	7/6/2015	Police	10/6/2016
3778	Nolz, Zachary	Police Officer	7/6/2015	Police	10/6/2016
3795	Tanis, Jordan	Registered Nurse	10/19/2015	Public Health	10/19/2016

### Promotions - Reporting Period August 29, 2016 – October 23, 2016

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
15018000-1A	Neeves, Daniel	8/29/2016	Librarian	Library	Branch Librarian	Library

### Off Probation - Promotional

# EXHIBIT B – November 2, 2016

## Reporting Period August 29, 2016 – October 23, 2016

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
3850	Jones, Jed	2/29/2016	Park Service Worker	Parks & Recreation	Park Forestry Caretaker	Parks & Recreation	8/29/2016
3807	Forster, Robert	4/11/2016	Police Officer	Police	Police Sergeant	Police	10/11/2016
3822	Ollerich, Michael	4/11/2016	Park Service Worker	Parks & Recreation	Park Caretaker	Parks & Recreation	10/11/2016

## Transfers - Reporting Period August 29, 2016 – October 23, 2016

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

None to report.

## Off Probation - Transfers - Reporting Period August 29, 2016 – October 23, 2016

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

None to report.

## EXHIBIT B – November 2, 2016

### Reassignments – Chapter 39/Reclassifications Reporting Period August 29, 2016 – October 23, 2016

Name	Date	Former Classification	Former MOU	New Classification	New MOU

None to report.

### Separations – Reporting Period August 29, 2016 – October 23, 2016

Name	Separation Date	Hire Date	MOU	Classification
Parsons, Brooke	9/16/2016	6/15/2015	Finance	Business Analyst
Fair, Sylvia	9/22/2016	11/26/2012	Facilities	Custodial Worker
Josephsen, Nicole	10/5/2016	9/16/2013	Library	Library Associate
Huwe, Jane	10/12/2016	10/14/1985	Library	Librarian
Jorgensen, Vicky	10/12/2016	7/30/1984	Library	Library Associate
DeBoer, Greg	10/14/2016	1/13/1992	Police	Police Officer
Duncan, Troy	10/14/2016	1/13/1992	Police	Police Officer
Boe, Susan	10/14/2016	10/7/2012	Library	Library Associate
Rockwell, Kathryn	10/21/2016	9/25/1987	Attorney	Legal Assistant

## EXHIBIT B – November 2, 2016

### Separations within Probation Period Reporting Period August 29, 2016 – October 23, 2016

Name	Separation Date	Hire Date	MOU	Classification
Lavalais, Kayla	9/1/2016	1/25/2016	Police	Police Officer
Frey, Eric	9/13/2016	1/25/2016	Police	Police Officer
Gregg, Kirby	9/26/2016	1/25/2016	Police	Police Officer
Folk, Tanner	9/29/2016	6/27/2016	Water	Water Distr. Service Technician
Lewis, Marc	9/30/2016	10/19/2015	Landfill	Landfill Operations Manager
Byers, Teresa	10/4/2016	1/19/2016	Water	Technical Clerk
Bilbo, Danielle	10/14/2016	1/25/2016	Police	Police Officer
Nelson, Gary	10/14/2016	5/2/2016	Water	Water Service Technician
Dreckman, Kyle	10/21/2016	1/26/2015	Police	Police Officer

### Return to Civil Service Reporting Period August 29, 2016 – October 23, 2016

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