

City of Sioux Falls
Civil Service Board
MINUTES

March 8, 2016
Human Resources
Conference Room
4:30 p.m.

MEMBERS PRESENT: Burnley, Carpenter, Hanson

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 4:30 p.m. on March 8, 2016.
- 2) **A motion was made by Burnley and seconded by Carpenter to approve the minutes of the January 11, 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. Entrance Eligibility List 3832 Wastewater Operator
 - b. Entrance Eligibility List 3835 Traffic Signal Technician
 - c. Promo/Trans Eligibility List 3836 Traffic Signal Technician
 - d. Promo/Trans Eligibility List 3837 Maintenance Mechanic – Water
 - e. Entrance Eligibility List 3838 Custodial Worker
 - f. Entrance Eligibility List 3848 Park Service Worker

Motion carried unanimously.

- 4) **A motion was made by Burnley, seconded by Carpenter to approve the advertising, eligibility lists and classification plan amendments 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.

A motion was made by Burnley, seconded by Carpenter that the Civil Service Board enter Executive Session to discuss personnel issues at 4:36 p.m. Motion carried unanimously. **A motion was made by Burnley, seconded by Carpenter to exit Executive Session at 4:40 p.m.** Motion carried unanimously.

- 6) **A motion was made by Carpenter, seconded by Burnley to order the disciplinary actions as set forth in Exhibit C to be recorded.** Motion carried unanimously.
- 7) **A motion to amend the 2015 Civil Service Annual Report: Civil Service Board Appeal Hearings from "0" to "1" on page 3 and 6; amend Losses from Civil Service from "73" to "75" and add "Layoffs 2" was made by Burnley, seconded by Carpenter. A motion was made by Carpenter and seconded by Burnley to approve the 2015 Civil Service Annual Report as amended.** Motion carried unanimously.
- 8) **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, May 4, 2016, at noon in the Human Resources Conference Room.

Meeting was adjourned at 4:50 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A—March 8, 2016, CSB Meeting

1. Advertising

Reporting Period: December 21, 2015–February 14, 2016

Park Service Worker	Traffic Sign Technician
District Park Supervisor	Equipment Operator
Laborer	Police Officer
Real Estate Specialist	

2. Eligibility List

Reporting Period: December 21, 2015–February 14, 2016

3829	ENTRANCE	DENTAL HYGIENIST	15-Mar-16
3830	ENTRANCE	PARKING EQUIPMENT SERVICE TECHNICIAN	15-Mar-16
3831	PROMO/TRANS	PARKING EQUIPMENT SERVICE TECHNICIAN	15-Mar-16
3832	ENTRANCE	WASTEWATER OPERATOR	16-Mar-16
3833	ENTRANCE	DENTAL ASSISTANT	16-Mar-16
3834	ENTRANCE	POLICE RECORDS CLERK	17-Mar-16
3835	ENTRANCE	TRAFFIC SIGNAL TECHNICIAN	6-Apr-16
3836	PROMO/TRANS	TRAFFIC SIGNAL TECHNICIAN	6-Apr-16
3837	PROMO/TRANS	MAINTENANCE MECHANIC-WATER	6-Apr-16
3838	ENTRANCE	CUSTODIAL WORKER	8-Apr-16
3839	ENTRANCE	TECHNICAL CLERK—WATER MAINTENANCE	8-Apr-16
3840	ENTRANCE	LIBRARY MARKETING COORDINATOR	11-Apr-16
3841	PROMO/TRANS	LEAD EQUIPMENT OPERATOR—WATER REC	12-Apr-16
3842	ENTRANCE	POLICE OFFICER	N/A
3843	ENTRANCE	PLUMBING INSPECTOR	15-Apr-16
3844	ENTRANCE	LIBRARY ASSOCIATE	19-Apr-16
3845	ENTRANCE	WATER DISTRIBUTION SYSTEM TECHNICIAN	20-Apr-16
3846	PROMO/TRANS	SEWER COLLECTION TECHNICIAN	27-Apr-16
3847	ENTRANCE	SEWER COLLECTION TECHNICIAN	27-Apr-16
3848	ENTRANCE	PARK SERVICE WORKER	26-Apr-16
3849	ENTRANCE	CIVIL ENGINEER/P.E.	28-Apr-16

Exhibit A Section 3—March 8, 2016, CSB Meeting

3. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
16-04	Midmanagement	Add	Public Health Prevention Coordinator	085	C42
16-04	Midmanagement	Add	Human Relations Coordinator	919	C42
16-04	Classified	Delete	Human Relations Technician	921	B25

EXHIBIT B—March 8, 2016

New Hires Reporting Period: 12/21/15–2/14/16

Eligibility List #	Name	Classification	Hire Date	MOU
3821	Clauson-Livermore, Kamie	Technical Support Specialist	12/21/2015	Technology
3829	Machmiller, Tammy	Dental Hygienist	1/4/2016	Health
3826	Vastenhout, Kayla	Forensic Specialist	1/11/2016	Police
3832	Fitzgerald, Keith	Wastewater Operator	1/18/2016	Water Rec
3839	Byers, Teresa	Technical Clerk	1/19/2016	Water Maint
3828	Smith, Thomas	Police Evidence Technician	1/19/2016	Police
3830	Haviland, Harlan	Parking Equipment Service Tech	1/25/2016	Public Parking
3842	Frey, Eric	Police Officer	1/25/2016	Police
3842	Ehler, Trent	Police Officer	1/25/2016	Police
3842	Maule, Geno	Police Officer	1/25/2016	Police
3842	Spargur, Shane	Police Officer	1/25/2016	Police
3842	Bilbo, Danielle	Police Officer	1/25/2016	Police
3842	Rech, Jeff	Police Officer	1/25/2016	Police
3842	Estes, David	Police Officer	1/25/2016	Police
3842	Torell, Tyler	Police Officer	1/25/2016	Police
3842	Wynthein, Tyler	Police Officer	1/25/2016	Police
3842	Gregg, Kirby	Police Officer	1/25/2016	Police
3842	Lavalais, Kayla	Police Officer	1/25/2016	Police
3842	Toland, Mark	Police Officer	1/25/2016	Police
3842	Leegaard, Korben	Police Officer	1/25/2016	Police
3842	Maeschen, Adam	Police Officer	1/25/2016	Police
3833	Martinez, Elsa	Dental Assistant	2/1/2016	Health
3844	Simpson-Halajian, Carrie	Library Associate	2/1/2016	Library
3834	Martin, Katrina	Police Records Clerk	2/8/2016	Police
3839	Boulhan, Liban	Custodial Worker	2/8/2016	Facilities Mgmt

EXHIBIT B—March 8, 2016

Off Probation—Entrance Reporting Period: 12/21/15–2/14/16

Eligibility List #	Name	Classification	New Hire	MOU	Date Probation Completed
3645	Schaaf, William	Equipment Operator	12/22/2014	Street	12/22/2015
3712	Scholten, Alex	Park Service Worker	1/5/2015	Park	1/5/2016
3705	Myers, Christopher	Maintenance Mechanic	1/5/2015	Water Rec	1/5/2016
3712	Smidt, Kellen	Park Service Worker	1/5/2015	Park	1/5/2016
3712	Brady, Nicholas	Park Service Worker	1/5/2015	Park	1/5/2016
3728	Vessells, Chase	Traffic Sign Tech	1/5/2015	Engineering	1/5/2016
3727	Heyd, Brent	Vehicle/Equipment Service Worker	1/5/2015	Fleet	1/5/2016
3722	Haukoos, David	Custodial Worker	1/5/2015	Facilities Management	1/5/2016
3713	Brannen, Payton	Firefighter	1/12/2015	Fire	1/12/2016
3713	Clarke, Jason	Firefighter	1/12/2015	Fire	1/12/2016
3713	Dieren, Eric	Firefighter	1/12/2015	Fire	1/12/2016
3713	Funke, Joseph	Firefighter	1/12/2015	Fire	1/12/2016
3713	McNamara, Andrew	Firefighter	1/12/2015	Fire	1/12/2016
3713	Mydland, Matthew	Firefighter	1/12/2015	Fire	1/12/2016
3713	Nelson, Darres	Firefighter	1/12/2015	Fire	1/12/2016
3713	Olson, Mark	Firefighter	1/12/2015	Fire	1/12/2016
3713	Schroeder, Adam	Firefighter	1/12/2015	Fire	1/12/2016
3713	Siebenahler, Jordan	Firefighter	1/12/2015	Fire	1/12/2016
3713	Smith, Cody	Firefighter	1/12/2015	Fire	1/12/2016
3713	Smith, Jeremy	Firefighter	1/12/2015	Fire	1/12/2016
3713	Young, Chad	Firefighter	1/12/2015	Fire	1/12/2016
3723	Patten, Michael	Park Development Specialist	1/12/2015	Park	1/12/2016
3703	Wurgler, Benjamin	Police Officer	10/20/2014	Police	1/20/2016
3703	Herman, Joshua	Police Officer	10/20/2014	Police	1/20/2016
3703	Estep, John	Police Officer	10/20/2014	Police	1/20/2016
3703	DeJong, Kyle	Police Officer	10/20/2014	Police	1/20/2016
3703	Hansen, Jacob	Police Officer	10/20/2014	Police	1/20/2016
3703	DeBoer, Jason	Police Officer	10/20/2014	Police	1/20/2016
3720	Borns, Nick	Civil Engineer, P.E.	1/26/2015	Engineering	1/26/2016
3726	Morris, Brandon	System Administrator	1/26/2015	Technology	1/26/2016
3726	Carpenter, Holly	System Administrator	1/26/2015	Technology	1/26/2016
3733	Lambert, Troy	Environmental/Sustainability Technician	2/2/2015	Landfill	2/2/2016
3731	Gray, Michael	Economic Development Coordinator	2/9/2015	Economic Development	2/9/2016

EXHIBIT B—March 8, 2016

Promotions Reporting Period: 12/21/15–2/14/16

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
3822	Tyler Wolf	1/4/2016	Park Service Worker	Park	Park Caretaker	Park
3822	Logan Ward	1/4/2016	Park Service Worker	Park	Park Caretaker	Park
3841	Bryan Runge	1/18/2016	Sewer Collection Technician	Water Rec	Lead Equipment Operator	Water Rec
3836	Chase Vessells	1/18/2016	Traffic Sign Technician	Engineering	Traffic Signal Technician	Engineering
3837	Jonathan Nelson	2/1/2016	Water Distribution System Technician	Water Maint	Maintenance Mechanic	Water Maint
3846	John Thomas	2/1/2016	Laborer	Water Rec	Sewer Collection Technician	Water Rec
3807	Thomas Schmitz	2/1/2016	Police Officer	Police	Police Sergeant	Police
3744	Michael Colwill	2/1/2016	Police Sergeant	Police	Police Lieutenant	Police
3808	Keith Gries	2/1/2016	Police Lieutenant	Police	Police Captain	Police
3793	Tyler Tjeerdsma	2/1/2016	Firefighter	Fire	Fire Inspector	Fire

Off Probation—Promotional Reporting Period: 12/21/15–2/14/16

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU	Date Completed
3772	Daniel Engelkes	6/22/2015	Maintenance Mechanic	Water Rec	Lead Maintenance Mechanic	Water Rec	12/22/15
3701	Jessica Speckmeier	8/3/2015	Police Officer	Police	Police Sergeant	Police	2/3/16
3790	Michael Meier	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire	2/3/16
3790	Benjamin Tracy	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire	2/3/16
3790	Travis Willert	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire	2/3/16
3790	Scott Rieland	8/3/2015	Firefighter	Fire	Fire Apparatus Operator	Fire	2/3/16
3784	Megan Gronewoller	8/3/2015	Registered Nurse	Health	Nurse Case Manager	Health	2/3/16

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Transfers Reporting Period: 12/21/15–2/14/16

Eligibility List #	Name	Date Transferred	Former Classification	MOU	New Classification	New MOU
3827	Chris Fleming	12/21/2015	Lead Equipment Operator	Water Rec	Lead Sewer Collection Technician	Water Rec
	Ryan Limesand	2/1/2016	Fire Inspector	Fire	Fire Apparatus Operator	Fire

Off Probation—Transfers Reporting Period: 12/21/15–2/14/16

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

Reassignments—Chapter 30/Reclassifications Reporting Period: 12/21/15–2/14/16

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Tina Lemieux	2/1/2016	Human Relations Technician	Attorney	Human Relations Coordinator	Attorney

Separations Reporting Period: 12/21/15–2/14/16

Name	Separation Date	Hire Date	MOU	Classification
Wiederich, Cleo	1-15-16	9-21-87	Urban Mgmt	Building Inspector
VandeKamp, Greg	1-29-16	1-25-88	Police	Police Captain
Lubbers, Troy	2-12-16	12-19-88	Police	Police Lieutenant

EXHIBIT B—March 8, 2016

**Separations Within Probation Period
Reporting Period: 12/21/15–2/14/16**

Name	Separation Date	Hire Date	MOU	Classification
Brickman, Brittany	1-8-16	5-4-15	Engineering	Civil Engineer
Gliarmis, Dimitrios	1-15-16	7-6-15	Police	Police Officer
Hendrickson, Russell	2-8-16	3-30-15	Water	Water Service Technician

**Return to Civil Service
Reporting Period: 12/21/15–2/14/16**

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