

City of Sioux Falls
Civil Service Board
MINUTES

July 6, 2016
Human Resources
Conference Room
12:15 p.m.

MEMBERS PRESENT: Burnley, Carpenter, Hinton – temporary appointee

MEMBERS ABSENT: Hanson

STAFF PRESENT: Hannestad, Holsen and O'Toole

- 1) The meeting was called to order at 12:15 p.m. on July 6, 2016.
- 2) **A motion was made by Robin Burnley and seconded by Melissa Hinton to approve the minutes of the May 13, 2016, meeting.** Motion carried unanimously.
- 3) **A motion was made by Melissa Hinton and seconded by Robin Burnley to extend the current eligibility lists as requested for the following positions:**
 - a. Entrance Eligibility List 3863 Electrical Inspector (9 months)
 - b. Entrance Eligibility List 3868 Registered Nurse (9 months)
 - c. Entrance Eligibility List 3869 Community Development Program Specialist (9 months)
 - d. Entrance Eligibility List 3876 Water Distribution System Technician (9 months)
 - e. Promo/Transfer List 3877 Water Distribution System Technician (9 months)

Motion carried unanimously.

- 4) **A motion was made by Robin Burnley, seconded by Melissa Hinton to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Melissa Hinton, seconded by Robin Burnley to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.

A motion was made by Melissa Hinton, seconded by Robin Burnley that the Civil Service Board enter Executive Session to discuss personnel issues at 12:30 p.m. Motion carried unanimously. **A motion was made by Melissa Hinton, seconded by Robin Burnley to exit Executive Session at 12:44 p.m.** Motion carried unanimously.

- 6) **A motion was made by Melissa Hinton, seconded by Robin Burnley 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 Melissa Hinton and Robin Burnley seconded to adjourn the meeting. Motion carried unanimously.**

The Board will meet on Wednesday, September 7, 2016, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:45 p.m..

Respectfully submitted by Bill O'Toole, Recording Officer

Exhibit A – July 6, 2016, CSB Meeting

1. Advertising: Reporting Period – April 11, 2016 – June 19, 2016

| | |
|-----------------------------|---|
| Human Relations Coordinator | Water Distribution System Technician |
| Assistant City Attorney | Water Maintenance and Metering Supervisor |
| Animal Control officer | Librarian |
| Electrician | Recreation Program Specialist |

2. Eligibility List – Reporting Period – April 11, 2016 – June 19, 2016

| | | | |
|------|-------------|---|-----------|
| 3863 | ENTRANCE | ELECTRICAL INSPECTOR | 11-Apr-16 |
| 3864 | ENTRANCE | DENTAL ASSISTANT | 18-Apr-16 |
| 3865 | ENTRANCE | VEHICLE EQUIP SERVICE WORKER | 19-Apr-16 |
| 3866 | ENTRANCE | HUMAN RESOURCES TECHNICIAN | 21-Apr-16 |
| 3867 | PROMO/TRANS | HUMAN RESOURCES TECHNICIAN | 21-Apr-16 |
| 3868 | ENTRANCE | REGISTERED NURSE | 4-May-16 |
| 3869 | ENTRANCE | COMMUNITY DEVELOPMENT PROGRAM SPECIALIST | 4-May-16 |
| 3870 | PROMO/TRANS | COMMUNITY DEVELOPMENT PROGRAM SPECIALIST | 4-May-16 |
| 3871 | ENTRANCE | FLEET MANAGER | 12-May-16 |
| 3872 | PROMO/TRANS | FLEET MANAGER | 12-May-16 |
| 3873 | PROMO/TRANS | WATER MAINTENANCE & METERING SUPERVISOR | 31-May-16 |
| 3874 | PROMO/TRANS | FIRE APPARATUS OPERATOR | 31-May-16 |
| 3875 | ENTRANCE | ASSISTANT CITY ATTORNEY | 1-Jun-16 |
| 3876 | ENTRANCE | WATER DISTRIBUTION SYSTEM TECHNICIAN | 7-Jun-16 |
| 3877 | PROMO/TRANS | WATER DISTRIBUTION SYSTEM TECHNICIAN | 7-Jun-16 |

Exhibit A Section 3 – July 6, 2016, CSB Meeting

3. Classification Plan Amendments

| EO # | Category | Change | Job Title | OCC Code | Scale |
|-------------|-----------------|---------------|----------------------------------|-----------------|--------------|
| 16-14 | Classified | Add | Health Administrative Technician | 058 | B23 |

EXHIBIT B – July 6, 2016

New Hires – Reporting Period April 11, 2016 – June 19, 2016

| Eligibility List # | Name | Classification | Hire Date | MOU |
|--------------------|--------------------|--------------------------------------|-----------|--------------------------|
| 3856 | Anderson, Matthew | Real Estate Specialist | 4/11/2016 | Engineering |
| 3858 | Allender, Kenneth | Civil Engineer | 4/11/2016 | Engineering |
| 3860 | Michaels, Mary | Public Health Prevention Coordinator | 4/25/2016 | Health |
| 3844 | Bremmon, Amanda | Library Associate | 4/25/2016 | Library |
| 3864 | Oygard, Faith | Dental Assistant | 4/25/2016 | Health |
| 3861 | Nelson, Gary | Water Service Technician | 5/2/2016 | Water Maintenance |
| 3857 | Strong, Travis | Water Distribution System Technician | 5/9/2016 | Water Maintenance |
| 3862 | Feilmeier, Shaun | Recreation Program Specialist | 5/9/2016 | Parks & Recreation |
| 3863 | Bartz, Cole | Electrical Inspector | 5/9/2016 | Planning & Bldg Services |
| 3848 | Lipetzky, Maegan | Park Service Worker | 5/9/2016 | Parks & Recreation |
| 3848 | Bakken, Derek | Park Service Worker | 5/9/2016 | Parks & Recreation |
| 3866 | Benson, Lacey | Human Resources Technician | 5/9/2016 | Human Resources |
| 3859 | Stonesifer, Joseph | Civil Engineer | 5/16/2016 | Engineering |
| 3865 | Murray, Tyler | Vehicle Equipment Service Worker | 5/23/2016 | Fleet |
| 3862 | Highstrom, Tessa | Recreation Program Specialist | 5/31/2016 | Parks & Recreation |
| 3868 | Oltmanns, Stesha | Registered Nurse | 6/15/2016 | Health |

**Off Probation – Entrance
Reporting Period April 11, 2016 – June 19, 2016**

| Eligibility List # | Name | Classification | Hire Date | MOU | Date Probation Completed |
|--------------------|--------------------|------------------------------------|-----------|-----------------------|--------------------------|
| 3749 | Friedbauer, Dan | IT System Analyst | 5/11/2015 | Technology | 5/11/2016 |
| 3753 | Brynjulson, Austin | GIS Specialist | 5/11/2015 | GIS | 5/11/2016 |
| 3751 | Metzger, Jill | Environmental Analyst | 5/11/2015 | Environmental | 5/11/2016 |
| 3741 | Haviland, Bryce | Information Security Administrator | 5/26/2015 | Technology | 5/26/2016 |
| 3758 | Penrod, Andrena | Billing Cashier | 6/8/2015 | Water Billing | 6/8/2016 |
| 3760 | Cerny, Matthew | Community Development Technician | 6/8/2015 | Community Development | 6/8/2016 |
| 3764 | Peterson, Trent | Equipment Operator | 6/8/2015 | Streets | 6/8/2016 |
| 3763 | Parsons, Brooke | Business Analyst | 6/15/2015 | Finance | 6/15/2016 |

EXHIBIT B – July 6, 2016

Promotions - Reporting Period April 11, 2016 – June 19, 2016

| Eligibility List # | Name | Date Promoted | Former Classification | MOU | New Classification | New MOU |
|--------------------|------------------|---------------|----------------------------------|--------------------|--|--|
| 3807 | Robert Forster | 4/11/2016 | Police Officer | Police | Police Sergeant | Police |
| 3822 | Michael Ollerich | 4/11/2016 | Park Service Worker | Parks & Recreation | Park Caretaker | Park |
| 3822 | Joshua Johnson | 5/9/2016 | Park Service Worker | Parks & Recreation | Park Caretaker | Park |
| 3870 | Matthew Cerny | 5/9/2016 | Community Development Technician | Community Dev | Community Development Program Specialist | Community Development Program Specialist |
| 3874 | Graham Koolmo | 6/6/2016 | Firefighter | Fire | Fire Apparatus Operator | Fire |
| 3874 | Daniel Wagner | 6/6/2016 | Firefighter | Fire | Fire Apparatus Operator | Fire |
| 3874 | Rachel Van Beek | 6/6/2016 | Firefighter | Fire | Fire Apparatus Operator | Fire |
| 3874 | Eric Bartz | 6/6/2016 | Firefighter | Fire | Fire Apparatus Operator | Fire |
| 3874 | Timothy Hoekman | 6/6/2016 | Firefighter | Fire | Fire Apparatus Operator | Fire |
| 3874 | Jason Marzolf | 6/6/2016 | Firefighter | Fire | Fire Apparatus Operator | Fire |
| 3873 | Kurt Anderson | 6/6/2016 | Electrician | Water | Water Maint. & Metering Supervisor | Water |

EXHIBIT B – July 6, 2016

Off Probation - Promotional Reporting Period April 11, 2016 – June 19, 2016

| Eligibility List # | Name | Date Promoted | Former Classification | Former MOU | New Classification | New MOU | Date Completed |
|--------------------|-------------------|---------------|--------------------------------------|-------------------|---|-------------------|----------------|
| 3807 | Adam Petersen | 10/12/2015 | Police Officer | Police | Police Sergeant | Police | 4/12/16 |
| 3807 | Terrance Matia | 10/26/2015 | Police Officer | Police | Police Sergeant | Police | 4/26/16 |
| 3807 | Nicholas Cook | 10/26/2015 | Police Officer | Police | Police Sergeant | Police | 4/26/16 |
| 3807 | Martin Hoffman | 10/26/2015 | Police Officer | Police | Police Sergeant | Police | 4/26/16 |
| 3807 | Andrew Siebenborn | 10/26/2015 | Police Officer | Police | Police Sergeant | Police | 4/26/16 |
| 3793 | Ryan Limesand | 10/26/2015 | Fire Apparatus Operator | Fire | Fire Inspector | Fire | 4/26/16 |
| 3816 | Laura Bjergaard | 11/9/2015 | Police Records Clerk | Police | Lead Police Records Clerk | Police | 5/9/16 |
| 3819 | Matt Surrell | 11/9/2015 | Equipment Operator | Street | Lead Equipment Operator | Street | 5/9/16 |
| 3817 | Troy Deutsch | 11/23/2015 | Parking Equipment Service Technician | Public Parking | Lead Building Maintenance Mechanic | Facilities | 5/23/16 |
| 3825 | Ron Ellefson | 12/7/2015 | Water Distribution System Technician | Water Maintenance | Lead Water Distribution System Technician | Water Maintenance | 6/7/16 |
| 3825 | Jason Wegehaupt | 12/7/2015 | Water Distribution System Technician | Water Maintenance | Lead Water Distribution System Technician | Water Maintenance | 6/7/16 |

EXHIBIT B – July 6, 2016

Transfers - Reporting Period April 11, 2016 – June 19, 2016

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

Off Probation - Transfers - Reporting Period April 11, 2016 – June 19, 2016

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

Reassignments – Chapter 39/Reclassifications Reporting Period April 11, 2016 – June 19, 2016

| Name | Date | Former Classification | Former MOU | New Classification | New MOU |
|-------------------|---------|-----------------------|-------------|----------------------------------|-------------|
| Lisa Stensland | 5/9/16 | Technical Clerk | Health | Health Administrative Technician | Health |
| Jacob Maras | 5/23/16 | Civil Engineer | Engineering | Civil Engineer/P.E. | Engineering |
| Joshua VandenBos | 5/23/16 | Civil Engineer | Engineering | Civil Engineer/P.E. | Engineering |
| Joseph Stonesifer | 5/23/16 | Civil Engineer | Engineering | Civil Engineer/P.E. | Engineering |

Separations – Reporting Period April 11, 2016 – June 19, 2016

| Name | Separation Date | Hire Date | MOU | Classification |
|----------------------|-----------------|-----------|-----------------------|-----------------------------------|
| Pearson, Christopher | 4/15/16 | 8/15/88 | Police | Police Sergeant |
| Nyhus, Lynn | 4/15/16 | 3/25/85 | Human Resources | Administrative Assistant |
| Maske, Emily | 4/22/16 | 11/10/14 | Health | Registered Nurse |
| Lebo, Rachel | 4/23/15 | 6/16/14 | Library | Library Associate |
| Barrett, Michael | 4/29/16 | 2/18/80 | Water Reclamation | Sewer Collection Tech |
| Hess, Paul | 4/29/16 | 7/6/99 | Community Development | Community Dev. Program Specialist |
| Lemieux, Tina | 5/13/16 | 5/11/15 | Attorney | Human Relations Coordinator |
| Wiechmann, Karen | 5/31/16 | 4/18/05 | Library | Librarian |
| Davis, Anthony | 6/2/16 | 2/19/13 | Police | Police Officer |
| Beach, Trisha | 6/4/16 | 2/11/13 | Police | Animal Control Officer |
| Anderson, Bruce | 6/10/16 | 6/25/84 | Water | Water Maint / Meter Supervisor |
| Davis, Christine | 6/13/16 | 2/19/13 | Police | Police Officer |
| Hill, Robert | 6/14/16 | 4/20/87 | Fire | Fire Captain |

EXHIBIT B – July 6, 2016

Separations within Probation Period Reporting Period April 11, 2016 – June 19, 2016

| Name | Separation Date | Hire Date | MOU | Classification |
|---------------|-----------------|-----------|--------------------|-------------------------------|
| Alexis McKee | 4/22/16 | 10/13/15 | Police | Police Officer |
| David Estes | 6/10/16 | 1/25/16 | Police | Police Officer |
| John Feenstra | 6/15/16 | 8/3/15 | Fire | Firefighter |
| Kyle Grogan | 6/17/16 | 8/24/15 | Parks & Recreation | Recreation Program Specialist |

Return to Civil Service Reporting Period April 11, 2016 – June 19, 2016

| Name | Date | Former Classification | New Classification | New MOU |
|------|------|-----------------------|--------------------|---------|
|------|------|-----------------------|--------------------|---------|

None to report.