

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

May 3, 2017  
Human Resources  
Conference Room  
12:00 p.m.

MEMBERS PRESENT: Hanson, Carpenter, Burnley

MEMBERS ABSENT: Elbers

STAFF PRESENT: Hannestad, O'Toole, Holsen

- 1) The meeting was called to order at 12:25 p.m. on May 3, 2017.
- 2) **A motion was made by Burnley, seconded by Carpenter to approve the minutes of the March 1, 2017 meeting.** Motion carried unanimously.
- 3) **A motion was made by Carpenter, seconded by Burnley to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 4) **A motion was made by Burnley, seconded by Carpenter to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 5) **A motion was made by Carpenter, seconded by Burnley to extend the two eligibility lists below as requested for the following positions:**
  - a. Entrance Eligibility List 24735000-1 – Vehicle Equipment Service Worker (9 months)
  - b. Promo/Transfer Eligibility List 23731000-1A – Lead Wastewater Operator (9 months)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 12:30 p.m.** Motion carried unanimously.

**A motion was made by Burnley, seconded by Carpenter to exit Executive Session at 12:35 p.m.** Motion carried unanimously.

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

The Board will meet on Wednesday, July 5, 2017, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:36 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – May 3, 2017, CSB Meeting

**a. Advertising: Reporting Period – February 27, 2017 – April 23, 2017**

Library Associate	Vehicle/Equipment Service Worker
Lead Parking Equipment Service Tech	Information Security Administrator
Dental Assistant	Lead Wastewater Operator/Certified
Human Relations Specialist	Custodial Worker
Parking Equipment Service Tech	Police Officer

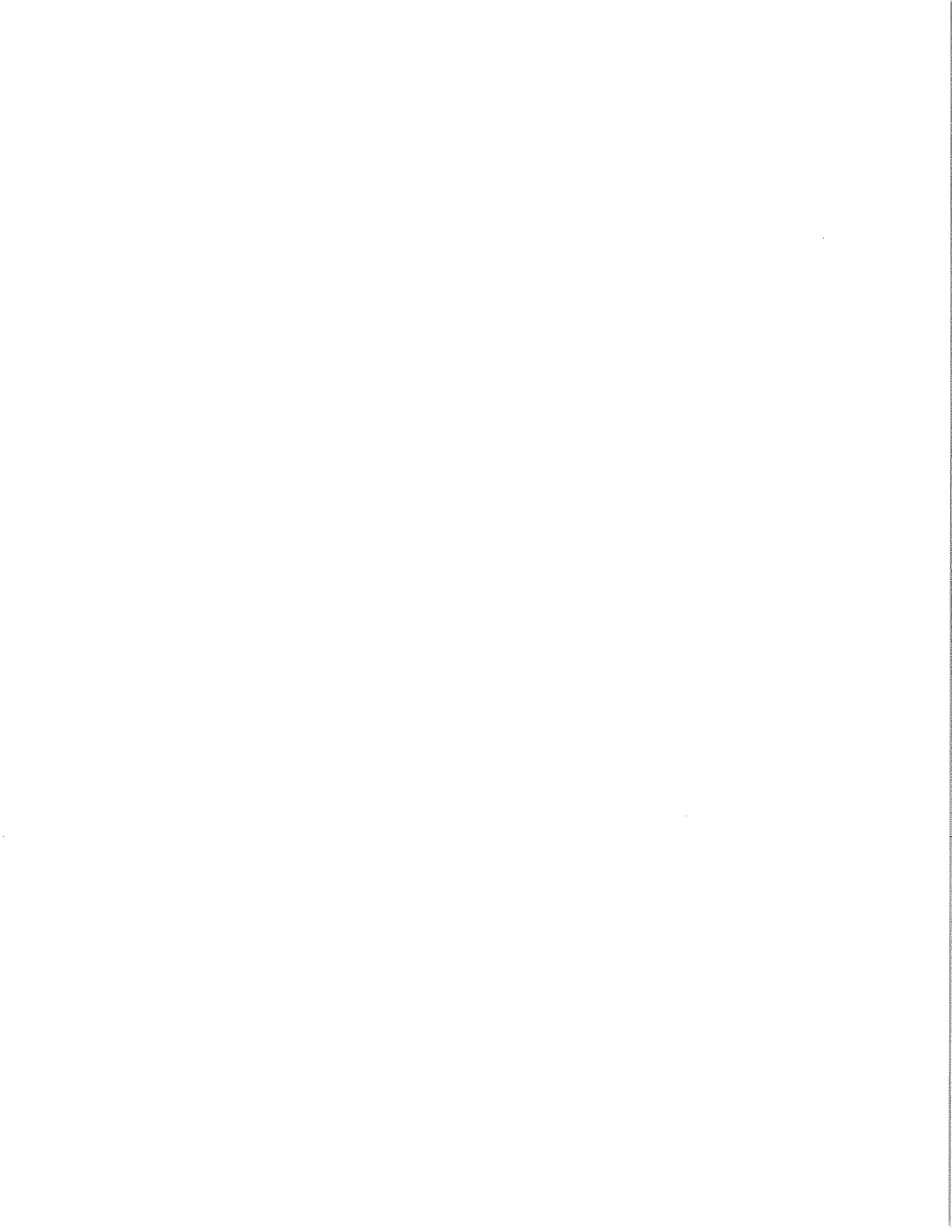
**b. Eligibility List – Reporting Period – February 27, 2017 – April 23, 2017**

21737000-1	ENTRANCE	LANDFILL SCALE OPERATOR	24-Feb-17
12050000-3	ENTRANCE	DENTAL ASSISTANT	2-Mar-17
7140000-1	ENTRANCE	INFORMATION SECURITY ADMINISTRATOR	7-Mar-17
16500000-3	ENTRANCE	PLANS EXAMINER	13-Mar-17
10111000-1	ENTRANCE	POLICE EVIDENCE TECHNICIAN	4-Apr-17
15022000-2	ENTRANCE	LIBRARY ASSOCIATE	30-Mar-17
24735000-1	ENTRANCE	VEHICLE EQUIPMENT SERVICE WORKER	6-Apr-17
19239000-1A	PROMO/TRANSFER	LEAD PARKING EQUIPMENT TECHNICIAN	10-Apr-17
23731000-1A	PROMO/TRANSFER	LEAD WASTEWATER OPERATOR	11-Apr-17
12050000-4	ENTRANCE	DENTAL ASSISTANT	13-Apr-17
7140000-2	ENTRANCE	INFORMATION SECURITY ADMINISTRATOR	17-Apr-17
55016000-1A	PROMO/REASSIGNMENT	GIS ANALYST	17-Apr-17

**c. Classification Plan Amendments**

EO #	Category	Change	Job Title	OCC Code	Scale
------	----------	--------	-----------	----------	-------

None to report.



## EXHIBIT B – May 3, 2017

### New Hires – Reporting Period February 27, 2017 – April 23, 2017

Eligibility List #	Name	Classification	Hire Date	MOU
6283000-1	Ulerich, Scott	Building Maintenance Worker	3/6/2017	Facilities
52010000-1	Al-Janabi, Nagwan	Engineering Technician	3/6/2017	Engineering
52010000-1	Ulmer, Scott	Engineering Technician	3/6/2017	Engineering
23900000-1	Schwartz, Kevin	Laborer	3/13/2017	Water Reclamation
23570000-2	Yanez Soria, Luis Raul	Sewer Collection Technician	3/20/2017	Water Reclamation
21737000-1	Bain, Jessica	Landfill Scale Operator	3/27/2017	Sanitary Landfill
12050000-3	Boisen, Jocelyn	Dental Assistant	3/27/2017	Public Health
15022000-2	Hiemstra, Kimberly	Library Associate	4/10/2017	Library

### Off Probation – Entrance Reporting Period February 27, 2017 – April 23, 2017

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
3847	McDonnel, Jordan	Sewer Collection Technician	2/29/2016	Water Reclamation	3/1/2017
3851	Healy, Jerrod	Traffic Sign Technician	3/7/2016	Engineering	3/7/2017
3840	Rice, Betsy	Library Marketing Coordinator	3/14/2016	Library	3/14/2017
3848	Dubanoski, Edward	Park Service Worker	3/14/2016	Parks & Recreation	3/14/2017
3853	Buhman, Joshua	Equipment Operator	4/4/2016	Parks & Recreation	4/4/2017
3856	Anderson, Matthew	Real Estate Specialist	4/11/2016	Engineering	4/11/2017
3858	Allender, Kenneth	Civil Engineer	4/11/2016	Engineering	4/11/2017

### Promotions - Reporting Period February 27, 2017 – April 23, 2017

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
--------------------	------	---------------	-----------------------	-----	--------------------	---------

None to report.

### Off Probation - Promotional Reporting Period February 27, 2017 – April 23, 2017

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
--------------------	------	---------------	-----------------------	------------	--------------------	---------	----------------

None to report.

## EXHIBIT B – May 3, 2017

### Transfers - Reporting Period February 27, 2017 – April 23, 2017

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

None to report.

### Off Probation - Transfers - Reporting Period February 27, 2017 – April 23, 2017

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

None to report.

### Reassignments – Chapter 39/Reclassifications

#### Reporting Period February 27, 2017 – April 23, 2017

Name	Date	Former Classification	Former MOU	New Classification	New MOU

None to report.

### Separations – Reporting Period February 27, 2017 – April 23, 2017

Name	Separation Date	Hire Date	MOU	Classification
Haviland, Bryce	2/17/2017	3/25/2015	Technology	Information Security Administrator
Heyd, Brent	3/6/2017	1/5/2015	Fleet	Vehicle Equipment Service Worker
Bell, Ronald	3/10/2017	4/17/1978	Urban Management	Chief Building Official
Pollock, Lori	3/27/2017	8/18/2003	Health	Dental Assistant
Woods, Brian	3/31/2017	4/14/2014	Facilities	Custodial Worker
Bakker, Sandra	3/31/2017	6/3/1995	Library	Library Associate
Dunn, Jeffrey	4/7/2017	6/10/2002	Engineering	Principal Engineer

### Separations within Probation Period

#### Reporting Period February 27, 2017 – April 23, 2017

Name	Separation Date	Hire Date	MOU	Classification
Tuttle, Jennifer	3/20/2017	9/19/2016	Attorney	Human Relations Specialist
Thompson, Jessalee	3/31/2017	8/15/2016	Health	Dental Assistant
Allen, Samuel	4/17/2017	11/7/2016	Police	Police Officer

# EXHIBIT B – May 3, 2017

## Return to Civil Service

Reporting Period February 27, 2017 – April 23, 2017

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

None to report.

