

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

September 6, 2017  
Human Resources  
Conference Room  
12:00 p.m.

MEMBERS PRESENT: Hanson, Burnley, Elbers, Carpenter

MEMBERS ABSENT: None

STAFF PRESENT: Hannestad, Holsen

- 1) **The meeting was called to order at 12:12 p.m. on September 6, 2017.**
- 2) **A motion was made by Elbers, seconded by Burnley to approve the minutes of the June 26, 2017 meeting.** Motion carried unanimously.
- 3) **A motion was made by Elbers, seconded by Burnley to approve the minutes of the July 14, 2017 special meeting.** Motion carried unanimously.
- 4) **A motion was made by Burnley, seconded by Carpenter to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Carpenter, seconded by Elbers to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 6) **A motion was made by Elbers, seconded by Burnley to extend the eligibility lists as requested for the following positions:**
  - a. Entrance Eligibility List 7145000-1 – System Administrator (9 months)
  - b. Entrance Eligibility List 23570000-3 – Sewer Collection Technician (9 months)
  - c. Promo/Transfer Eligibility List 23570000-3A – Sewer Collection Technician (9 months)
  - d. Promo/Transfer Eligibility List 9212000-1A – Fire Division Chief (9 months)
  - e. Entrance Eligibility List 10230000-1 – Crime Lab Manager (9 months)
  - f. Promo/Transfer Eligibility List 9211000-1A – Fire Battalion Chief (9 months)

- g. Entrance Eligibility List 14341000-2 – Park Carpenter (9 months)
- h. Entrance Eligibility List 52545000-1 – Traffic Signal Technician (9 months)
- i. Promo/Transfer Eligibility List 52545000-1A – Traffic Signal Technician (9 months)

Motion carried unanimously.

- 7) **Having no further business, a motion was made by Burnley and Elbers seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, November 1, 2017, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:32 p.m.

Respectfully submitted by Jane Hannestad, Recording Officer

## Exhibit A – September 6, 2017, CSB Meeting

**a. Advertising: Reporting Period – June 5, 2017 – August 13, 2017**

Water Service Technician	Environmental Analyst
Park Carpenter	Traffic Signal Technician
Civil Engineer/P.E.	Animal Control Officer
Parking Patrol	Landfill Equipment Operator
Police Records Supervisor	Parks & Recreation Administrative Manager
Registered Nurse	Water Distribution System Technician
Police Officer	

**b. Eligibility List – Reporting Period – June 5, 2017 – August 13, 2017**

20523000-1	ENTRANCE	LINE WORKER	13-Jun-17
7145000-1	ENTRANCE	SYSTEM ADMINISTRATOR	14-Jun-17
23570000-3	ENTRANCE	SEWER COLLECTION TECHNICIAN	15-Jun-17
23570000-3A	PROMO/TRANSFER	SEWER COLLECTION TECHNICIAN	15-Jun-17
14341000-1	ENTRANCE	PARK CARPENTER	19-Jun-17
12050000-5	ENTRANCE	DENTAL ASSISTANT	19-Jun-17
52913000-1A	PROMO/TRANSFER	PRINCIPAL ENGINEER	20-Jun-17
21737000-2	ENTRANCE	LANDFILL SCALE OPERATOR	20-Jun-17
22719000-1A	PROMO/TRANSFER	LEAD WATER SERVICE TECHNICIAN	21-Jun-17
9212000-1A	PROMO/TRANSFER	FIRE DIVISION CHIEF	22-Jun-17
14951000-1	ENTRANCE	RECREATION MANAGER	29-Jun-17
10230000-1	ENTRANCE	CRIME LAB MANAGER	29-Jun-17
9211000-1A	PROMO/TRANSFER	FIRE BATTALION CHIEF	30-Jun-17
22721000-2	ENTRANCE	WATER SERVICE TECHNICIAN	10-Jul-17
21093000-1	ENTRANCE	ENVIRONMENTAL ANALYST	10-Jul-17
14341000-2	ENTRANCE	PARK CARPENTER	24-Jul-17
10228000-1II	ENTRANCE	POLICE OFFICER	31-Jul-17
92100000-1I	ENTRANCE	FIREFIGHTER	7-Aug-17
10089000-1	ENTRANCE	ANIMAL CONTROL OFFICER	9-Aug-17
52545000-1	ENTRANCE	TRAFFIC SIGNAL TECHNICIAN	10-Aug-17
52545000-1A	PROMO/TRANSFER	TRAFFIC SIGNAL TECHNICIAN	10-Aug-17

**c. Classification Plan Amendments**

EO #	Category	Change	Job Title	OCC Code	Scale
17-21	Management	Add	Parks & Recreation Administrative Manager	301	352
17-21	Management	Delete	Assistant Parks & Recreation Director	300	463

# Exhibit A – September 6, 2017, CSB Meeting

# EXHIBIT B – September 6, 2017

New Hires – Reporting Period June 5, 2017 – August 13, 2017

Eligibility List #	Name	Classification	Hire Date	MOU
19240000-1	Stewart II, Lawrence (Mike)	Parking Equipment Service Technician	6/12/2017	Public Parking
15022000-2	Koob, Barbara	Library Associate	6/12/2017	Library
23730000-1	Alvarez, Jose	Wastewater Operator	6/19/2017	Water Reclamation
12054000-1	Kayl, Lauren	Public Health Scientist I	6/19/2017	Public Health
24530000-1	Corbin, Tanner	Mechanic	6/26/2017	Fleet
16500000-4	Guenther, Harriet (Beth)	Plans Examiner	6/26/2017	Urban Management
3100000-1	Ryan (Dunn), Kathryn	Assistant City Attorney	6/26/2017	Attorney
23570000-3	Waldron, Austin	Sewer Collection Technician	7/3/2017	Water Reclamation
7145000-1	Beck, Jonathan	System Administrator	7/3/2017	Technology
12050000-5	Lere, Sarah	Dental Assistant	7/10/2017	Public Health
20523000-1	Byrne, James	Line Worker	7/17/2017	Light
22721000-2	McDonnel, Caden	Water Service Technician	7/18/2017	Water
21093000-1	Chatterton, Colin	Environmental Analyst	7/31/2017	Sanitary Landfill
10228000-1II	Vlaminck, Tanner	Police Officer	7/31/2017	Police
10228000-1II	Kirvin Jr., Robert	Police Officer	7/31/2017	Police
10228000-1II	Banks, Leah	Police Officer	7/31/2017	Police
10228000-1II	D'Alfonso, Stephen	Police Officer	7/31/2017	Police
10228000-1II	Defries, Alex	Police Officer	7/31/2017	Police
10228000-1II	Van Dyken, Jacob	Police Officer	7/31/2017	Police
10228000-1II	Dykstra, Jacob	Police Officer	7/31/2017	Police
10228000-1II	Schmidt, Michael	Police Officer	7/31/2017	Police
10228000-1II	Marquez, Mauricio	Police Officer	7/31/2017	Police
10228000-1II	Marston, Amanda	Police Officer	7/31/2017	Police
10228000-1II	German, Cole	Police Officer	7/31/2017	Police
10228000-1II	Haugen Smorada, Elizabeth	Police Officer	7/31/2017	Police
92100000-1I	Brown, Kurtis	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Lohan, Christopher	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Morgan, Zachary	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Clark, Dylan	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Eggink, Stephanie	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Hanssen, Tony	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Engberg, Eric	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Carman, Brittany	Firefighter	8/7/2017	Fire Rescue
92100000-1I	Christensen, Nathan	Firefighter	8/7/2017	Fire Rescue
21737000-2	Little Eagle, Elizabeth	Landfill Scale Operator	8/7/2017	Sanitary Landfill

## EXHIBIT B – September 6, 2017

### Off Probation – Entrance Reporting Period June 5, 2017 – August 13, 2017

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
3868	Oltmanns, Stesha	Registered Nurse	6/15/2016	Public Health	6/15/2017
3871	Jackson, Morgan	Fleet Manager	6/27/2016	Fleet	6/27/2017
3875	Sage, Ryan	Assistant City Attorney	6/27/2016	Attorney	6/27/2017
3878	Weisenburger, Zachary	Firefighter	7/25/2016	Fire Rescue	7/25/2017
3878	Stancer, Brendan	Firefighter	7/25/2016	Fire Rescue	7/25/2017
3878	Hill, Matthew	Firefighter	7/25/2016	Fire Rescue	7/25/2017

### Promotions - Reporting Period June 5, 2017 – August 13, 2017

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
9212000-1A	Fessler, Steven	7/3/2017	Fire Battalion Chief	Fire Rescue	Fire Division Chief	Fire Rescue
9211000-1A	Christiaansen, Brian	7/3/2017	Fire Captain	Fire Rescue	Fire Battalion Chief	Fire Rescue
3804	Lacey, William	7/3/2017	Fire Apparatus Operator	Fire Rescue	Fire Captain	Fire Rescue
3874	Willis, Terry	7/3/2017	Firefighter	Fire Rescue	Fire Apparatus Operator	Fire Rescue
52913000-1A	Borns, Nicholas	7/3/2017	Civil Engineer/P.E.	Engineering	Principal Engineer	Engineering
22719000-1A	Menholt, Steven	7/3/2017	Water Service Technician	Water	Lead Water Service Technician	Water

### Off Probation - Promotional Reporting Period June 5, 2017 – August 13, 2017

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
10225000-1A	Van Roekel, Scott	12/5/2016	Police Officer	Police	Police Sergeant	Police	6/5/2017
18070000-1A	Heiter, Travis	12/5/2016	Permit Technician	Urban Management	Community Development Program Specialist	Affordable Housing	6/5/2017
16500000-1	Risty, Carl	12/19/2016	Permit Technician	Urban Management	Plans Examiner	Urban Management	6/19/2017
3804	Davis, Ryan	12/19/2016	Fire Apparatus Operator	Fire Rescue	Fire Captain	Fire Rescue	6/19/2017
3874	Boden, Andrew	12/19/2016	Firefighter	Fire Rescue	Fire Apparatus Operator	Fire Rescue	6/19/2017
52041000-1A	Knoll, Michell	12/19/2016	Engineering Technician	Engineering	Engineering Technician II	Engineering	6/19/2017

## EXHIBIT B – September 6, 2017

3804	Mortensen, Bo	1/16/2017	Fire Apparatus Operator	Fire Rescue	Fire Captain	Fire Rescue	7/16/2017
3874	Fluit, Nathan	1/16/2017	Firefighter	Fire Rescue	Fire Apparatus Operator	Fire Rescue	7/16/2017
23572000-1	Dykstra, Doug	1/16/2017	Sewer Collection Technician	Water Reclamation	Lead Sewer Collection Technician	Water Reclamation	7/16/2017
21743000-1A	Elsinger, Dawnette	1/30/2017	Landfill Scale Operator	Sanitary Landfill	Lead Landfill Scale Operator	Sanitary Landfill	7/30/2017

### Transfers - Reporting Period June 5, 2017 – August 13, 2017

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

None to report.

### Off Probation - Transfers - Reporting Period June 5, 2017 – August 13, 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 June 5, 2017 – August 13, 2017

Name	Date	Former Classification	Former MOU	New Classification	New MOU
Andersen, Jane	7/31/2017	Administrative Assistant	Technology	Communications Technician	Technology

# EXHIBIT B – September 6, 2017

## Separations – Reporting Period June 5, 2017 – August 13, 2017

Name	Separation Date	Hire Date	MOU	Classification
Bruns, Zachary	6/14/2017	10/17/2011	Engineering	Traffic Signal Technician
Metzger, Jill	6/16/2017	5/11/2015	Sanitary Landfill	Environmental Analyst
Claassen, James	6/16/2017	1/13/1992	Police	Police Officer
Nielsen, Joseph	7/7/2017	10/5/2015	Technology	System Administrator
Munro, Steven	7/12/2017	6/2/1986	Engineering	Traffic Signal Technician
Nelson, Brooke	7/24/2017	6/25/2012	Police	Animal Control Officer
Myers, Gibson	7/27/2017	7/30/2007	Public Parking	Parking Patrol
Bollinger, Ron	7/27/2017	4/2/2001	Sanitary Landfill	Landfill Equipment Operator
Lupkes, Nicholas	7/28/2017	10/28/2013	Water	Water Distribution System Technician
Gunshefski, Penny	8/9/2017	4/6/2009	Sanitary Landfill	Landfill Scale Operator
Hochstein, Penny	8/10/2017	11/1/2010	Police	Police Records Supervisor
Oltmanns, Stesha	8/11/2017	6/15/2016	Public Health	Registered Nurse
Osterquist, David	8/11/2017	2/16/1993	Police	Police Sergeant

## Separations within Probation Period

### Reporting Period June 5, 2017 – August 13, 2017

Name	Separation Date	Hire Date	MOU	Classification
Boisen, Jocelyn	6/23/2017	3/27/2017	Public Health	Dental Assistant
Thomas, Devin	7/2/2017	11/7/2016	Police	Police Officer
Jenkins, James	7/10/2017	8/1/2016	Police	Animal Control Officer
Beck, Kimberly	7/28/2017	10/3/2016	Finance	Business Technician

## Return to Civil Service

### Reporting Period June 5, 2017 – August 13, 2017

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

None to report.