

City of Sioux Falls
Civil Service Board
MINUTES

November 1, 2017
Human Resources
Conference Room
12:00 p.m.

MEMBERS PRESENT: Hanson, Elbers, Carpenter

MEMBERS ABSENT: Burnley

STAFF PRESENT: O'Toole, Holsen, Hannestad

- 1) **The meeting was called to order at 12:10 p.m. on November 1, 2017.**
- 2) **A motion was made by Elbers, seconded by Carpenter to approve the minutes of the September 6, 2017 meeting.** Motion carried unanimously.
- 3) **A motion was made by Elbers, seconded by Carpenter to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 4) **A motion was made by Carpenter, seconded by Elbers to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 5) **A motion was made by Elbers, seconded by Carpenter to extend the eligibility lists as requested for the following positions:**
 - a. Entrance Eligibility List 19235000-1 – Parking Patrol (9 months)
 - b. Promo/Transfer Eligibility List 5121000-1A – Business Technician (3 months)
 - c. Entrance Eligibility List 10089000-2 – Animal Control Officer (9 months)
 - d. Promo/Transfer Eligibility List 22577000-1A – Maintenance Mechanic (9 months)
 - e. Entrance Eligibility List 52546000-1 – Traffic Sign Technician (9 months)
 - f. Entrance Eligibility List 24532000-1 – Fleet Services Technician (9 months)
 - g. Entrance Eligibility List 14288000-1 – Recreation Program Specialist (3 months)

Motion carried unanimously.

A motion was made by Carpenter, seconded by Elbers that the Civil Service Board enter Executive Session to discuss personnel issues at 12:17 p.m. Motion carried unanimously.

A motion was made by Elbers, seconded by Carpenter to exit Executive Session at 12:21 p.m. Motion carried unanimously.

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

The Board will meet on Wednesday, January 3, 2018, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:24 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

AGENDA

City of Sioux Falls Civil Service Board

November 1, 2017 Meeting

HUMAN RESOURCES CONFERENCE ROOM 12:00 p.m.

- 1) Call to Order/Roll Call
- 2) Approval of September 6, 2017 Minutes
- 3) Approve Personnel Actions (Exhibit A)
 - a. Advertising
 - b. Eligibility Lists
 - c. Classification Plan Amendments
- 4) Record Personnel Actions by MOU (Exhibit B)
 - a. New hires/off probation entrance
 - b. Promotions/off probation
 - c. Transfers/off probation
 - d. Reassignments
 - e. Separations
- 5) Request to Extend the Current Eligibility Lists as Requested:
 - a. Entrance Eligibility List 19235000-1 – Parking Patrol (9 months)
 - b. Promo/Transfer Eligibility List 5121000-1A – Business Technician (3 months)
 - c. Entrance Eligibility List 10089000-2 – Animal Control Officer (9 months)
 - d. Promo/Transfer Eligibility List 22577000-1A – Maintenance Mechanic (9 months)
 - e. Entrance Eligibility List 52546000-1 – Traffic Sign Technician (9 months)
 - f. Entrance Eligibility List 24532000-1 – Fleet Services Technician (9 months)
 - g. Entrance Eligibility List 14288000-1 – Recreation Program Specialist (3 months)
- 6) Executive Session (Not for Public Disclosure) – Record Disciplinary Actions by MOU (Exhibit C)
- 7) Adjournment

The Civil Service Board may include such other business as may come before this body.

Exhibit A – November 1, 2017, CSB Meeting

a. Advertising: Reporting Period – August 14, 2017 – October 22, 2017

Police Officer	Building Inspector
Landfill Environmental Technician	Recreation Program Specialist
Animal Control Officer	Traffic Sign Technician
Fleet Services Technician	Maintenance Mechanic
Chemist	Advanced Practice Provider
Property Maintenance Inspector	Permit Technician
Water Distribution System Technician	Street Maintenance Supervisor
Equipment Operator	Lead Equipment Operator
Word Processor	Civil Engineer/P.E.
Engineering Technician	Information Security Administrator

b. Eligibility List – Reporting Period – August 14, 2017 – October 22, 2017

21739000-2A	PROMO/TRANSFER	LANDFILL EQUIPMENT OPERATOR	14-Aug-17
21739000-2	ENTRANCE	LANDFILL EQUIPMENT OPERATOR	14-Aug-17
52914000-2	ENTRANCE	CIVIL ENGINEER	15-Aug-17
19235000-1	ENTRANCE	PARKING PATROL	16-Aug-17
19235000-1A	PROMO/TRANSFER	PARKING PATROL	16-Aug-17
10106000-1	ENTRANCE	POLICE RECORDS SUPERVISOR	23-Aug-17
5121000-1A	PROMO/TRANSFER	BUSINESS TECHNICIAN	24-Aug-17
12059000-1	ENTRANCE	REGISTERED NURSE	29-Aug-17
22556000-1	ENTRANCE	WATER DISTRIBUTION SYSTEM TECHNICIAN	7-Sep-17
16501000-1	ENTRANCE	BUILDING INSPECTOR	14-Sep-17
16501000-1A	PROMO/TRANSFER	BUILDING INSPECTOR	14-Sep-17
14301000-1	ENTRANCE	PARKS & RECREATION ADMINISTRATIVE MANAGER	15-Sep-17
10089000-2	ENTRANCE	ANIMAL CONTROL OFFICER	21-Sep-17
21603000-1	ENTRANCE	LANDFILL ENVIRONMENTAL TECH	25-Sep-17
22577000-1A	PROMO/TRANSFER	MAINTENANCE MECHANIC	2-Oct-17
52546000-1	ENTRANCE	TRAFFIC SIGN TECHNICIAN	10-Oct-17
24532000-1	ENTRANCE	FLEET SERVICES TECHNICIAN	11-Oct-17
16410000-2	ENTRANCE	PERMIT TECHNICIAN	16-Oct-17
14288000-1	ENTRANCE	RECREATION PROGRAM SPECIALIST	12-Oct-17
14288000-1A	PROMO/TRANSFER	RECREATION PROGRAM SPECIALIST	12-Oct-17
22601000-1	ENTRANCE	CHEMIST	18-Oct-17
22601000-1A	PROMO/TRANSFER	CHEMIST	18-Oct-17

Exhibit A – November 1, 2017, CSB Meeting

c. Classification Plan Amendments

EO #	Category	Change	Job Title	OCC Code	Scale
17-23	General	Add	Fleet Services Technician	532	B24

EXHIBIT B – November 1, 2017

New Hires – Reporting Period August 14, 2017 – October 22, 2017

Eligibility List #	Name	Classification	Hire Date	MOU
10230000-1	Aamold, Edward	Crime Lab Manager	8/28/2017	Police
14341000-2	Freeman, Jonathan	Park Caretaker	8/28/2017	Parks & Recreation
52545000-1	Anderson, Cory	Traffic Signal Technician	8/28/2017	Engineering
14951000-1	Smothers, Sky	Recreation Manager	9/11/2017	Parks & Recreation
19235000-1	Langle, Eric	Parking Patrol	9/11/2017	Public Parking
52914000-2	Rezac, Nicholas	Civil Engineer	9/25/2017	Engineering
22556000-1	Hall, Thomas	Water Distribution System Technician	9/25/2017	Water
10089000-1	Fiegen, Rebecca	Animal Control Officer	10/10/2017	Police
1010600-1	Disburg, Jennifer	Police Records Supervisor	10/16/2017	Police
21603000-1	Bartels, Ty	Landfill Environmental Tech	10/16/2017	Landfill
14301000-1	Nelson, Jacqueline	Parks & Rec Administrative Manager	10/16/2017	Parks & Recreation

Off Probation – Entrance Reporting Period August 14, 2017 – October 22, 2017

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
15022000-1	Crawford, Jean	Library Associate	8/29/2016	Siouxland Libraries	8/29/2017
15022000-1	Healy, Jane	Library Associate	9/26/2016	Siouxland Libraries	9/26/2017
12048000-1	Tubandt, Jayme	Dental Hygienist	9/26/2016	Health	9/26/2017
5050000-1	Economo, Jonathan	Business Technician	9/26/2016	Finance	9/26/2017
23570000-1	McGruder, Major	Sewer Collection Technician	9/26/2016	Water Reclamation	9/26/2017
21739000-1	Gale, Casey	Landfill Equipment Operator	9/28/2016	Sanitary Landfill	9/28/2017
14339000-1	Pereira Da Silva, Ruben	Park Service Worker	10/11/2016	Parks & Recreation	10/11/2017
24528000-1	Bechtold, Ryan	Fleet Supervisor	10/11/2016	Fleet	10/11/2017

Promotions - Reporting Period August 14, 2017 – October 22, 2017

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
10225000-1A	Butler, Nicholas	8/14/2017	Police Officer	Police	Police Sergeant	Police
52041000-1A	Larson, Travis	8/14/2017	Engineering Technician	Engineering	Engineering Technician II	Engineering
52545000-1A	Uithoven, Rodney	8/28/2017	Traffic Sign Technician	Engineering	Traffic Signal Technician	Engineering
3804	Skiles, Daniel	9/11/2017	Fire Apparatus Operator	Fire Rescue	Fire Captain	Fire Rescue

EXHIBIT B – November 1, 2017

3874	McManigal, Jason	9/11/2017	Firefighter	Fire Rescue	Fire Apparatus Operator	Fire Rescue
3874	Strasser, Nathan	9/11/2017	Firefighter	Fire Rescue	Fire Apparatus Operator	Fire Rescue
512100-1A	Hultgren, Georgene	9/11/2017	Technical Clerk	Parks & Rec	Business Technician	Finance
16501000-1A	Borah, Michael	9/25/2017	Permit Tech	Urban Management	Building Inspector	Urban Management
22577000-1A	Herda, Andrew	10/9/2017	Water Service Technician	Water	Maintenance Mechanic	Water

Off Probation - Promotional Reporting Period August 14, 2017 – October 22, 2017

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

None to report.

Transfers - Reporting Period August 14, 2017 – October 22, 2017

Eligibility List #	Name	Date Transferred	Former Classification	Former MOU	New Classification	New MOU
21739000-2A	Short, Kasey	8/28/2017	Landfill Environmental Technician	Sanitary Landfill	Landfill Equipment Operator	Sanitary Landfill

Off Probation - Transfers - Reporting Period August 14, 2017 – October 22, 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 August 14, 2017 – October 22, 2017

Name	Date	Former Classification	Former MOU	New Classification	New MOU

None to report.

Separations – Reporting Period August 14, 2017 – October 22, 2017

Name	Separation Date	Hire Date	MOU	Classification
Mathison, Jon	8/31/2017	6/2/1986	Street	Lead Equipment Operator
Boll, Patrick	9/6/2017	2/11/2013	Urban Management	Property Maintenance Inspector

EXHIBIT B – November 1, 2017

Vosburg, Robert	9/11/2017	3/11/1996	Fire Rescue	Fire Captain
Olson, Bradley	9/13/2017	9/2/1997	Fire Rescue	Fire Captain
Callahan, Deborah	10/10/2017	3/5/1984	Water	Chemist
Friedman, Donald	10/13/2017	4/8/1996	Urban Management	Building Inspector
Jaqua, Darwin	10/13/2017	8/31/1988	Water	Maintenance Mechanic
Harmdierks, Constance	10/13/2017	6/2/1986	Street	Equipment Operator
Harrington, Lynn	10/13/2017	5/26/1981	Street	Street Maintenance Supervisor
Johannsen, William	10/13/2017	1/9/1989	Street	Equipment Operator
Meyer, Mark	10/13/2017	12/26/1990	Street	Lead Equipment Operator
Bobeldyk, Cynthia	10/13/2017	11/1/2010	Fleet	Technical Clerk
Zimmer, Karissa	10/13/2017	3/3/2014	Health	Advanced Practice Provider
Styke, Gary	10/13/2017	1/20/1986	Engineering	Traffic Devices Maintenance Supervisor
Larsen, Joseph	10/13/2017	7/5/1994	Water	Water Distribution System Technician
Serie, Carol	10/15/2017	7/26/2011	Police	Word Processor
Aldrich, Randy	10/20/2017	12/9/1996	Water Reclamation	Sewer Collection Technician

Separations within Probation Period

Reporting Period August 14, 2017 – October 22, 2017

Name	Separation Date	Hire Date	MOU	Classification
Bohm, Justin	8/24/2017	5/15/2017	Technology	Information Security Administrator
Brown, Kurtis	9/5/2017	9/7/2017	Fire Rescue	Firefighter
Hanson, Andrew	9/15/2017	10/24/2016	Engineering	Civil Engineer
Christensen, Nathan	10/12/2017	8/7/2017	Fire Rescue	Firefighter
Vander Ploeg, Daniel	10/17/2017	2/13/2017	Police	Police Officer

Return to Civil Service

Reporting Period August 14, 2017 – October 22, 2017

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