

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

January 3, 2018  
Human Resources  
Conference Room  
12:00 p.m.

MEMBERS PRESENT: Hanson, Burnley, Elbers, Carpenter

MEMBERS ABSENT: None

STAFF PRESENT: O'Toole, Holsen, Hannestad

- 1) **The meeting was called to order at 12:10 p.m. on January 3, 2018.**
- 2) **A motion was made by Elbers, seconded by Burnley to approve the minutes of the November 1, 2017 meeting.** Motion carried unanimously.
- 3) **A motion was made by Burnley, seconded by Carpenter to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 4) **A motion was made by Elbers, seconded by Burnley to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 5) **A motion was made by Carpenter, seconded by Elbers to extend the eligibility lists, as amended, and as requested for the following positions:**
  - a. Promo/Transfer Eligibility List 11712000-1A – Lead Equipment Operator (9 months)
  - b. Entrance Eligibility List 11711000-1 – Equipment Operator (9 months)
  - c. Promo/Transfer Eligibility List 11711000-1A – Equipment Operator (9 months)
  - d. Entrance Eligibility List 22556000-2 – Water Distribution System Technician (9 months)
  - e. Entrance Eligibility List 10047000-1 – Word Processor (9 months)
  - f. Entrance Eligibility List 12163000-2 – Advanced Practice Provider (9 months)

Motion carried unanimously.

**A motion was made by Burnley, seconded by Elbers that the Civil Service Board enter Executive Session to discuss personnel issues at 12:20 p.m.**  
Motion carried unanimously.

**A motion was made by Elbers, seconded by Burnley to exit Executive Session at 12:25 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 Elbers seconded to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, March 7, 2018, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:26 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A – January 3, 2018

**a. Advertising: Reporting Period – October 23, 2017 – December 17, 2017**

Police Officer	Water Service Technician
Dentist	Landfill Equipment Operator
Registered Nurse	Park Service Worker
Engineering Technician	Traffic Devices Maintenance Supervisor
Water Operator	Human Resources Technician

**b. Eligibility List – Reporting Period – October 23, 2017 – December 17, 2017**

16415000-1	ENTRANCE	PROPERTY MAINTENANCE INSPECTOR	23-Oct-17
16415000-1A	PROMO/TRANSFER	PROPERTY MAINTENANCE INSPECTOR	23-Oct-17
11552000-1A	PROMO/TRANSFER	STREET MAINTENANCE SUPERVISOR	24-Oct-17
11712000-1A	PROMO/TRANSFER	LEAD EQUIPMENT OPERATOR	26-Oct-17
11711000-1	ENTRANCE	EQUIPMENT OPERATOR	30-Oct-17
11711000-1A	PROMO/TRANSFER	EQUIPMENT OPERATOR	30-Oct-17
22556000-2	ENTRANCE	WATER DISTRIBUTION SYSTEM TECHNICIAN	31-Oct-17
10047000-1	ENTRANCE	WORD PROCESSOR	1-Nov-17
10228000-2I	ENTRANCE	POLICE OFFICER	6-Nov-17
12163000-2	ENTRANCE	ADVANCED PRACTICE PROVIDER	7-Nov-17
714000-3	ENTRANCE	INFORMATION SECURITY ADMINISTRATOR	15-Nov-17
52010000-2	ENTRANCE	ENGINEERING TECHNICIAN	16-Nov-17
22602000-1A	ENTRANCE	WATER QUALITY ANALYST	16-Nov-17
22721000-3	ENTRANCE	WATER SERVICE TECHNICIAN	20-Nov-17
23900000-2	ENTRANCE	LABORER	22-Nov-17
12059000-2	ENTRANCE	REGISTERED NURSE	7-Dec-17
21739000-3	ENTRANCE	LANDFILL EQUIPMENT OPERATOR	13-Dec-17

**c. Classification Plan Amendments**

EO #	Category	Change	Job Title	OCC Code	Scale
17-25	General	Delete	Lead Building Maintenance Worker	284	B23
17-25	General	Add	Lead Building Maintenance Worker	284	B31
17-28	Classified	Delete	Human Resources Technician	146	223
17-28	Classified	Add	Human Resources Technician	146	225



## EXHIBIT B – January 3, 2018

### New Hires – Reporting Period October 23, 2017 – December 17, 2017

Eligibility List #	Name	Classification	Hire Date	MOU
24532000-1	Glanzer-Johnson, Michele	Fleet Services Technician	11/6/2017	Fleet
52546000-1	Jensen, Brett	Traffic Sign Technician	11/6/2017	Engineering
10228000-1I	O'Brien, Christian	Police Officer	11/6/2017	Police
10228000-2I	Schnell, Samuel	Police Officer	11/6/2017	Police
10228000-2I	Do, Dat	Police Officer	11/6/2017	Police
10228000-2I	Lind, Christine	Police Officer	11/6/2017	Police
10228000-2I	Jorgensen, Dustin	Police Officer	11/6/2017	Police
10228000-2I	Burnette, Brextyn	Police Officer	11/6/2017	Police
10228000-2I	Alvarado, Jesus	Police Officer	11/6/2017	Police
10228000-2I	Wierma, Jesse	Police Officer	11/6/2017	Police
16410000-2	Kirkwold, Paul	Permit Technician	11/13/2017	Urban Management
10089000-2	Rhoades, Thomas	Animal Control Officer	11/13/2017	Police
22721000-2	Simon, Steven	Water Service Technician	11/13/2017	Water
11711000-1	Cunningham, Christopher	Equipment Operator	11/20/2017	Street
11711000-1	Thyberg, Evan	Equipment Operator	11/27/2017	Street
22556000-2	Prins, Colby	Water Distribution System Technician	11/27/2017	Water
16410000-2	Deuter, Karmen	Permit Technician	12/4/2017	Urban Management
22721000-3	Sturges, Joshua	Water Service Technician	12/4/2017	Water

### Off Probation – Entrance

### Reporting Period October 23, 2017 – December 17, 2017

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
15022000-1	Brenden, Marcie	Library Associate	10/24/2016	Siouxland Libraries	10/24/2017
3885	Hagberg, Zachary	Police Officer	8/1/2016	Police	11/1/2017
3885	Curry, Andrew	Police Officer	8/1/2016	Police	11/1/2017
3885	Eilers, Nicholas	Police Officer	8/1/2016	Police	11/1/2017
3885	Mears, Erin	Police Officer	8/1/2016	Police	11/1/2017
3885	Meier, Seth	Police Officer	8/1/2016	Police	11/1/2017
3885	Fiegen, Benjamin	Police Officer	8/1/2016	Police	11/1/2017
3885	Smith II, Richard	Police Officer	8/1/2016	Police	11/1/2017
3885	Mattson, Rachel	Police Officer	8/1/2016	Police	11/1/2017
15023000-1	Mustic, Sabina	Librarian	11/7/2016	Siouxland Libraries	11/7/2017
15022000-1	Wilson, Michelle	Library Associate	11/7/2016	Siouxland Libraries	11/7/2017
3876	Nelsen, Lance	Water Distribution System Technician	11/7/2016	Water	11/7/2017
6285000-1	Kallemeyn, Reanne	Custodial Worker	11/7/2016	Facilities Management	11/7/2017

## EXHIBIT B – January 3, 2018

### Promotions - Reporting Period October 23, 2017 – December 17, 2017

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
22601000-1A	Brown, Paula	10/23/2017	Water Quality Analyst	Water	Chemist	Water
23570000-3A	Schwartz, Kevin	10/23/2017	Laborer	Water Reclamation	Sewer Collection Technician	Water Reclamation
11552000-1A	Whipple, Daniel	11/6/2017	Engineering Technician	Engineering	Street Maintenance Supervisor	Street
14288000-1A	Pereira da Silva, Ruben	11/6/2017	Park Service Worker	Parks & Recreation	Recreation Program Specialist	Parks & Recreation
11712000-1A	Dvorak, Shandy	11/6/2017	Equipment Operator	Street	Lead Equipment Operator	Street
92030000-1A	Marzolf, Jason	11/6/2017	Fire Apparatus Operator	Fire Rescue	Fire Captain	Fire Rescue
3874	Hill, Jeremy	11/6/2017	Firefighter	Fire Rescue	Fire Apparatus Operator	Fire Rescue
1641500-1A	Heiter, Travis	11/20/2017	Community Development Program Specialist	Affordable Housing	Property Maintenance Inspector	Urban Management
4151000-1A	Benson, Lacey	12/4/2017	Human Resources Technician	Human Resources	Human Resources Specialist	Human Resources

### Off Probation – Promotional

#### Reporting Period October 23, 2017 – December 17, 2017

Eligibility List #	Name	Date Promoted	Former Classification	Former MOU	New Classification	New MOU	Date Completed
19239000-1A	Haviland, Harlan	4/24/2017	Parking Equipment Service Technician	Public Parking	Lead Parking Equipment Service Technician	Public Parking	10/24/2017
3918000-2A	Schonewill, Valerie	5/8/2017	Library Associate	Siouxland Libraries	Human Relations Specialist	Attorney	11/8/2017
2357200-2A	Bartels, Lester	5/22/2017	Sewer Collection Technician	Water Reclamation	Lead Sewer Collection Technician	Water Reclamation	11/22/2017

### Transfers - Reporting Period October 23, 2017 – December 17, 2017

Eligibility List #	Name	Date Transferred	Former Classification	Former MOU	New Classification	New MOU
11711000-1A	Hardie, Travis	11/20/2017	Landfill Equipment Operator	Sanitary Landfill	Equipment Operator	Sanitary Landfill
11711000-1A	Gale, Casey	11/20/2017	Landfill Equipment Operator	Sanitary Landfill	Equipment Operator	Sanitary Landfill
22602000-1A	Cercowniak, Tyson	12/4/2017	Water Operator	Water	Water Quality Analyst	Water

## EXHIBIT B – January 3, 2018

### Off Probation - Transfers - Reporting Period October 23, 2017 – December 17, 2017

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

### Reassignments – Chapter 39/Reclassifications

#### Reporting Period October 23, 2017 – December 17, 2017

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

### Separations – Reporting Period October 23, 2017 – December 17, 2017

Name	Separation Date	Hire Date	MOU	Classification
Gallagher, Joanne	10/24/2017	10/25/1993	Police	Word Processor
Welbig, Tina	10/27/2017	9/21/2015	Health	Registered Nurse
Pfeifle, David	10/31/2017	7/19/2010	Attorney	City Attorney
Garry Weber, Suzanne	10/31/2017	5/30/1989	Parks & Recreation	Recreation Program Coordinator
Martens, Jeff	11/10/2017	1/2/1997	Fire Rescue	Fire Apparatus Operator
Biggerstaff, Vicki	11/17/2017	7/6/2004	Siouxland Libraries	Technical Services Librarian
Paulsen, Emily	11/17/2017	3/3/2014	Human Resources	Human Resources Specialist
Boden, Ann	11/22/2017	2/13/2006	Finance	Business Analyst
Holmquest, Cynthia	12/10/2017	8/6/2012	Police	Police Officer

### Separations within Probation Period

#### Reporting Period October 23, 2017 – December 17, 2017

Name	Separation Date	Hire Date	MOU	Classification
Crum, Kevin	11/3/2017	5/30/2017	Facilities	Custodial Worker
Goldammer, Shellie	12/8/2017	1/3/2017	Finance	Business Technician

# EXHIBIT B – January 3, 2018

## Return to Civil Service

Reporting Period October 23, 2017 – December 17, 2017

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