

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

May 2, 2018

Human Resources

Conference Room

12:00 p.m.

MEMBERS PRESENT: Hanson, Burnley, Elbers, Carpenter

MEMBERS ABSENT: None

STAFF PRESENT: O'Toole, Hannestad

- 1) **The meeting was called to order at 12:20 p.m. on May 2, 2018.**
- 2) The Board held a hearing on March 5, 2018 in the matter of appeal of the suspension of Maynard "Mick" Hillestad. Upon conclusion of the hearing, the matter was taken under advisement and the Board advised that it would issue a written decision at a later time. The Board issued the written decision on March 7, 2018 affirming the disciplinary action and delineating a schedule for submission of Findings of Fact, Conclusions of Law, and Order.  
  
**A motion was made by Kimberly Elbers, seconded by Robin Burnley, to adopt the March 7, 2018 written decision and approve the Findings of Fact, Conclusions of Law, and Order dated May 2, 2018.** Motion carried unanimously.
- 3) **A motion was made by Kimberly Elbers, seconded by Melanie Carpenter to approve the minutes of the March 7, 2018 meeting.** Motion carried unanimously.
- 4) **A motion was made by Melanie Carpenter, seconded by Kimberly Elbers to approve the Personnel Actions as set forth in Exhibit A.** Motion carried unanimously.
- 5) **A motion was made by Robin Burnley, seconded by Kimberly Elbers to order the personnel actions recorded as set forth in Exhibit B.** Motion carried unanimously.
- 6) **A motion was made by Kimberly Elbers, seconded by Melanie Carpenter to extend the eligibility lists as requested for the following positions:**

- a. Entrance Eligibility List 10089000-3 Animal Control Officer (9 months)
- b. Entrance Eligibility List 15023000-2 Librarian (3 months)
- c. Entrance Eligibility List 15022000-3 Library Associate (6 Months)

Motion carried unanimously.

**A motion was made by Melanie Carpenter, 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 Robin Burnley, seconded by Kimberly Elbers to exit Executive Session at 12:39 p.m.** Motion carried unanimously.

- 7) **A motion was made by Kimberly Elbers, seconded by Melanie Carpenter to order the disciplinary actions as set forth in Exhibit C to be recorded.**

Motion carried unanimously.

- 8) **Having no further business, a motion was made by Melanie Carpenter, seconded by Kimberly Elbers to adjourn the meeting.** Motion carried unanimously.

The Board will meet on Wednesday, July 11, 2018, at 12:00 p.m. in the Human Resources Conference Room.

Meeting was adjourned at 12:43 p.m.

Respectfully submitted by Bill O'Toole, Recording Officer

## Exhibit A

**a. Advertising: Reporting Period – February 12, 2018 – April 8, 2018**

Police Officer	Business Analyst
Animal Control Officer	District Park Supervisor
Police Application Specialist	Chief Building Inspector
Library Associate	Recreation Program Specialist
Purchasing Specialist	Mental Health Counselor
Technical Support Specialist	Senior Accountant
Business Application Specialist	
Business and Project Manager	

**b. Eligibility List – Reporting Period – February 12, 2018 – April 8, 2018**

10228000-2II	ENTRANCE	POLICE OFFICER	2/20/2018
21737000-3	ENTRANCE	LANDFILL SCALE OPERATOR	2/15/2018
14287000-1	ENTRANCE	RECREATION PROGRAM COORDINATOR	2/22/2018
14287000-1A	PROMO/TRANSFER	RECREATION PROGRAM COORDINATOR	2/22/2018
10108000-1	ENTRANCE	POLICE RECORDS CLERK	2/23/2018
23562000-2A	PROMO/TRANSFER	SEWER COLLECTION SUPERVISOR	2/26/2018
18070000-2	ENTRANCE	COMMUNITY DEVELOPMENT PROGRAM SPECIALIST	3/5/2018
10105000-1	ENTRANCE	POLICE APPLICATION SPECIALIST	3/8/2018
10105000-1A	PROMO/TRANSFER	POLICE APPLICATION SPECIALIST	3/8/2018
10089000-3	ENTRANCE	ANIMAL CONTROL OFFICER	3/12/2018
15023000-2	ENTRANCE	LIBRARIAN	3/12/2018
22577000-2	ENTRANCE	MAINTENANCE MECHANIC - WATER PURIFICATION	3/13/2018
52914000-5	ENTRANCE	CIVIL ENGINEER/P.E.	3/21/2018
15022000-3	ENTRANCE	LIBRARY ASSOCIATE	3/29/2018

**c. Classification Plan Amendments**

EO #	Category	Change	Job Title	OCC Code	Scale
18-09	General	Add	Mental Health Counselor	065	C43

18-11	Mid-management	Add	Business and Project Manager	114	C52
18-11	Mid-management	Delete	Project Manager	911	C51
18-11	Mid-management	Add	Project Manager	911	C43
18-11	Mid-management	Add	Senior Accountant/CPA	131/132	C42/C43
18-11	Mid-management	Add	Business Application Specialist	152	C42
18-11	Mid-management	Delete	Purchasing Manager	119	C51
18-11	Mid-management	Add	Purchasing Manager	119	C52
18-11	Mid-management	Delete	Finance Manager	115	C51
18-11	Mid-management	Add	Finance Manager	115	C52

## Exhibit B

### New Hires – Reporting Period February 12, 2018 – April 8, 2018

Eligibility List #	Name	Classification	Hire Date	MOU
51180000-1	Gibson, Amber	Business Analyst	2/12/2018	Finance
52010000-3	Pederson, Logan	Engineering Technician	2/20/2018	Engineering
10228000-2II	Neal, Adam	Police Officer	2/20/2018	Police
10228000-2II	Gooch, Logan	Police Officer	2/20/2018	Police
10228000-2II	Jensen, Andrew	Police Officer	2/20/2018	Police
10228000-2II	Janssen, William	Police Officer	2/20/2018	Police
10228000-2II	Bobier, Aaron	Police Officer	2/20/2018	Police
23577000-1	Haafke, Daniel	Maintenance Mechanic	2/20/2018	Water Reclamation
21737000-3	VerHey, Lacy	Landfill Scale Operator	3/12/2018	Sanitary Landfill
19235000-1	Kirstein, Daniel	Parking Patrol	3/19/2018	Public Parking
12059000-2	Schultze, Emily	Registered Nurse	3/26/2018	Health
10108000-1	Shaffner, Ashley	Police Records Clerk	4/2/2018	Police
52914000-4	Drake, Kari	Civil Engineer PE	4/2/2018	Engineering
18070000-2	Peterson, Seth	Community Development Program Specialist	4/2/2018	Affordable Housing

### Off Probation – Entrance

#### Reporting Period February 12, 2018 – April 8, 2018

Eligibility List #	Name	Classification	Hire Date	MOU	Date Probation Completed
3863	Stroud, Aaron	Electrical Inspector	2/13/2017	Urban Management	2/13/2018
6283000-1	Ulerich, Scott	Building Maintenance Worker	3/6/2017	Facilities	3/6/2018
52010000-1	Al Janabi, Nagwan	Engineering Technician	3/6/2017	Engineering	3/6/2018
52010000-1	Ulmer, Scott	Engineering Technician	3/6/2017	Engineering	3/6/2018
23900000-1	Schwartz, Kevin	Laborer	3/13/2017	Water Reclamation	3/13/2018
23570000-2	Yanez Soria, Luis Raul	Sewer Collection Technician	3/20/2017	Water Reclamation	3/20/2018

### Promotions - Reporting Period February 12, 2018 – April 8, 2018

Eligibility List #	Name	Date Promoted	Former Classification	MOU	New Classification	New MOU
14287000-1A	Saathoff, Eric	3/26/2018	Recreation Program Specialist	Parks & Rec	Recreation Program Coordinator	Parks & Rec
14287000-1A	Quissell, Chad	3/26/2018	Recreation Program Specialist	Parks & Rec	Recreation Program Coordinator	Parks & Rec
10105000-1A	Kayl, Shaun	3/26/2018	Technical Support Specialist	Technology	Police Application Specialist	Police
23562000-2A	Schnetter, Tony	3/26/2018	Engineering Technician II	Engineering	Sewer Collection Supervisor	Water Reclamation

**Off Probation – Promotional**

**Reporting Period February 12, 2018 – April 8, 2018**

<b>Eligibility List #</b>	<b>Name</b>	<b>Date Promoted</b>	<b>Former Classification</b>	<b>Former MOU</b>	<b>New Classification</b>	<b>New MOU</b>	<b>Date Completed</b>
10225000-1A	Butler, Nicholas	8/14/2017	Police Officer	Police	Police Sergeant	Police	2/14/18
52041000-1A	Larson, Travis	8/14/2017	Engineering Technician	Engineering	Engineering Technician II	Engineering	2/14/18
52545000-1A	Uithoven, Rodney	8/28/2017	Traffic Sign Technician	Engineering	Traffic Signal Technician	Light, Power and Traffic	2/28/18
3804	Skiles, Daniel	9/11/2017	Fire Apparatus Operator	Fire	Fire Captain	Fire	3/11/18
3874	McManigal, Jason	9/11/2017	Firefighter	Fire	Fire Apparatus Operator	Fire	3/11/18
3874	Strasser, Nathan	9/11/2017	Firefighter	Fire	Fire Apparatus Operator	Fire	3/11/18
512100-1A	Hultgren, Georgene	9/11/2017	Technical Clerk	Parks & Rec	Business Technician	Finance	3/11/18
16501000-1A	Borah, Michael	9/25/2017	Permit Technician	Urban Management	Building Inspector	Urban Management	3/25/18

**Transfers - Reporting Period February 12, 2018 – April 8, 2018**

<b>Eligibility List #</b>	<b>Name</b>	<b>Date Transferred</b>	<b>Former Classification</b>	<b>Former MOU</b>	<b>New Classification</b>	<b>New MOU</b>
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None to report.

**Off Probation - Transfers - Reporting Period February 12, 2018 – April 8, 2018**

<b>Eligibility List #</b>	<b>Name</b>	<b>Date Transferred</b>	<b>Former Classification</b>	<b>Former MOU</b>	<b>New Classification</b>	<b>New MOU</b>	<b>Date Completed</b>
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None to report.

## Reassignments – Chapter 39/Reclassifications

**Reporting Period February 12, 2018 – April 8, 2018**

<b>Name</b>	<b>Date</b>	<b>Former Classification</b>	<b>Former MOU</b>	<b>New Classification</b>	<b>New MOU</b>
Suckstorf, Barbara	3/26/2018	Contract Bid Specialist	Finance	Purchasing Specialist	Finance
Behr, Claudia	3/26/2018	Grant Fiscal Specialist	Finance	Accountant	Finance
Rust, Scott	3/26/2018	Purchasing Manager (C51)	Finance	Purchasing Manager (C52)	Finance
Zerr, Janelle	3/26/2018	Finance Manager (C51)	Finance	Finance Manager (C52)	Finance
Bofenkamp, Erin	3/26/2018	Project Manager (C51)	Finance	Project Manager (C43)	Finance
Gaikowski, Debra	3/26/2018	Project Manager (C51)	Finance	Project Manager (C43)	Finance
Gregor, Scott	3/26/2018	Project Manager (C51)	Finance	Project Manager (C43)	Finance

## Separations – Reporting Period February 12, 2018 – April 8, 2018

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Rosenbrook, Brent	2/23/18	3/10/86	Water Reclamation	Sewer Collection Supervisor
Gildemaster, Diane	4/6/18	10/10/88	Parks & Rec	District Park Supervisor

## Separations within Probation Period

**Reporting Period February 12, 2018 – April 8, 2018**

<b>Name</b>	<b>Separation Date</b>	<b>Hire Date</b>	<b>MOU</b>	<b>Classification</b>
Poppenga, Jalanni	2/26/2018	1/16/18	Health	Registered Nurse
Anderson, Cory	3/20/2018	8/28/17	Light, Power & Traffic	Traffic Signal Technician
Janssen, William	3/23/2018	2/20/18	Police	Police Officer
Kirvin, Robert	4/3/2018	7/31/17	Police	Police Officer

## Return to Civil Service

**Reporting Period February 12, 2018 – April 8, 2018**

<b>Name</b>	<b>Date</b>	<b>Former Classification</b>	<b>New Classification</b>	<b>New MOU</b>
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None to report.