

**City of Davenport**

**Civil Service Commission**

**Wednesday, April 20, 2022; 9:30 am**

**City Hall | 226 West Fourth Street | Council Chambers**

**Minutes**

**Commissioners Present:** Michael Schertz, Jerald Thomas, and Toby Paone.

**Ex-Officio Member Present:**

**Staff Present:** Alison Fleming (Director of Human Resources), Gina Lechvar (Management Analyst I), Scott VanDeWoestyne (Talent & Inclusion Administrator), Andrea Maas (HR Assistant), and Christina Mondanaro-Murphy (Assistant HR Director).

- I. The meeting was called to order by Chair Schertz at 9:30 AM.
- II. Agenda: Commissioner Thomas moved to approve the agenda; it was seconded by Commissioner Paone. All were in favor.
- III. Minutes: Commissioner Paone moved to approve the minutes for the March 9, 2022 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business:
  - a. Firefighter | Update to Minimum Qualifications  
Management Analyst I Lechvar proposed updating the age requirement from time of appointment to time of list certification. Commissioner Paone moved to approve all updates; it was seconded by Commissioner Thomas. All were in favor.
  - b. Senior Stock Clerk | Update to Minimum Qualifications  
Management Analyst I Lechvar proposed clean-up items to clarify that both a background check and physical examination are required for this position. Lechvar additionally proposed the expansion of the required Driver's License to include any state (no longer restricted to Iowa). Commissioner Thomas moved to approve all updates; it was seconded by Commissioner Paone. All were in favor.
  - c. Street Heavy Equipment Operator | Update to Minimum Qualifications  
Management Analyst I Lechvar proposed revising the CDL requirement language and other clean-up items in compliance with federal law. Commissioner Thomas moved to approve all updates; it was seconded by Commissioner Paone. All were in favor.
  - d. Administrative Approval | Residency & State Driver's License Requirements

Director Fleming requested approval to update City of Davenport job descriptions to reflect City Ordinance 2022-125, to include expanded residency and state driver's license requirements. Commissioner Paone moved to approve the request; it was seconded by Commissioner Thomas. All were in favor.

e. Background Checks | Update to Minimum Qualifications

Director Fleming requested approval to update City of Davenport job descriptions to reflect existing background check requirements. Commissioner Thomas moved to approve the request; it was seconded by Commissioner Paone. All were in favor.

f. Eldred Nunn | Civil Service Appeal Hearing

Director Fleming requested the Commission schedule an Appeal Hearing for employee Eldred Nunn. The Commission agreed upon the hearing date of May 6, 2022 beginning at 9:00 am. Commissioner Paone moved to approve the date and time of the appeal hearing, it was seconded by Commissioner Thomas. All were in favor.

g. Digital Forensics Technician | Establish Job Qualifications

Talent & Inclusion Administrator VanDeWoestyne requested approval to establish job qualifications for a new position within the Police Department. Commissioner Paone moved to approve the qualifications; it was seconded by Commissioner Thomas. All were in favor.

V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Paone moved to approve all lists; it was seconded by Commissioner Thomas. All were in favor.

- a. Maintenance Specialist
- b. Natural Resources Technician
- c. Urban Conservationist
- d. Facilities Programmer
- e. Police Lieutenant

VI. Adjournment: Commissioner Paone moved to adjourn the meeting; it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 9:59 AM.

Respectfully submitted,

  
Alison Fleming, Clerk of the Commission