

**City of Davenport**  
**Civil Service Commission**  
**Monday, October 23, 2023; 11:00 am**  
**City Hall | 226 West Fourth Street | Council Chambers**

**Minutes**

Commissioners Present: Michael Schertz, Jerry Thomas, and Toby Paone  
Ex-Officio Member Present:

Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Management Analyst II; Scott VanDeWoestyne, Talent & Equity Administrator; Andrea Maas, Human Resources Specialist; Sarah Bradley, Human Resources Manager; Allison Zurcher, Benefits & Wellness Manager

- I. The meeting was called to order by Chair Schertz at 11:00 AM.
- II. Agenda: Commissioner Paone moved to approve the agenda; it was seconded by Commissioner Thomas. All were in favor.
- III. Minutes: Commissioner Thomas moved to approve the minutes for the September 13, 2023 meeting; it was seconded by Commissioner Paone. All were in favor.
- IV. New Business: Commissioner Paone moved to approve all new business with the modification to change the title listed on the agenda "Transit Administrator & Safety Trainer" to "Transit Safety & Training Coordinator"; it was seconded by Commissioner Thomas. All were in favor.
  - a. Civilian Gun Crime Data Analyst | Establish Minimum Qualifications  
Administrator VanDeWoestyne requested approval to establish minimum qualifications for a position within the Police Department.
  - b. Firefighter Engineer | Update to Minimum Qualifications  
Analyst Lechvar proposed language clean-up for consistency throughout ranks of the Fire Department.
  - c. Financial Specialist | Update to Minimum Qualifications  
Analyst Lechvar proposed revising the experience, certification, and Driver's License requirements.
  - d. Senior Clerk | Update to Minimum Qualifications  
Analyst Lechvar proposed revising the Driver's License requirement and language clean-up.

- e. Transit Safety & Training Coordinator | Establish Minimum Qualifications  
Analyst Lechvar requested approval to establish minimum qualifications for a new position within the Public Works Department.
- V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Thomas moved to approve the lists; it was seconded by Commissioner Paone. All were in favor.
  - a. Lead Maintenance Specialist
  - b. Sewer Equipment Operator
  - c. Street Equipment Operator
  - d. Street Heavy Equipment Operator
- VI. Adjournment: Commissioner Paone moved to adjourn the meeting; it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 11:21 AM.

Respectfully submitted,

  
Alison Fleming, Clerk of the Commission