

**City of Davenport**  
**Civil Service Commission**  
**Wednesday, February 7, 2024; 9:00 AM**  
**City Hall | 226 West Fourth Street | Council Chambers**

**Minutes**

Commissioners Present: Michael Schertz, Jerry Thomas, and Toby Paone

Ex-Officio Member Present:

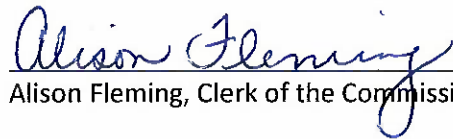
Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Management Analyst II; Andrea Maas, Human Resources Specialist; Sarah Bradley, Human Resources Manager; Jana Jackson, Human Resources Assistant

- I. The meeting was called to order by Chair Schertz at 9:00 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 January 10, 2023 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business: Commissioner Thomas moved to approve all new business; it was seconded by Commissioner Paone. All were in favor.
  - a. Building Inspector | Update to Minimum Qualifications  
Analyst Lechvar proposed revising the certification requirements along with language clean-up.
  - b. Neighborhood Development Coordinator | Update to Minimum Qualifications  
Analyst Lechvar proposed revising the experience, education, and Driver's License requirements.
  - c. Packer Driver/Loader | Updated Certification List  
Analyst Lechvar requested approval to update the current Packer Driver/Loader certification list due to an employee's request for voluntary demotion as outlined in Iowa Code Chapter 400 and Davenport Civil Service Commission Rule 2.1.
- V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Paone moved to approve the lists; it was seconded by Commissioner Thomas. All were in favor.
  - a. Communications Specialist

- b. Planner III
- c. Plant Operator I
- d. Public Works Safety and Training Coordinator
- e. Fire District Chief

VI. Adjournment: Commissioner Thomas moved to adjourn the meeting; it was seconded by Commissioner Paone. All were in favor. Meeting was adjourned at 9:16 AM.

Respectfully submitted,

  
Alison Fleming, Clerk of the Commission