

**City of Davenport**  
**Civil Service Commission**  
**Wednesday, March 13, 2024; 9:00 AM**  
**City Hall | 226 West Fourth Street | Council Chambers**  
**Minutes**


Commissioners Present: Michael Schertz, Jerry Thomas, Toby Paone, and Patricia Zamora  
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; 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 Zamora. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the February 7, 2024 meeting; it was seconded by Commissioner Paone. All were in favor.
- IV. New Business: Commissioner Paone moved to approve all new business; it was seconded by Commissioner Zamora. All were in favor.
  - a. Integration Developer | Establish Minimum Qualifications  
Analyst Lechvar requested approval to establish minimum qualifications for a new position within the Information Technologies Department.
  - b. Street Heavy Maintenance Worker | Update to Minimum Qualifications  
Analyst Lechvar proposed revising the experience, education, and Driver's License requirements.
- V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Zamora moved to approve the lists; it was seconded by Commissioner Thomas. All were in favor.
  - a. Lead Civilian Crime Scene Technician
  - b. Police Officer
  - c. Custodian
  - d. Maintenance Specialist
  - e. Senior Signs and Signals Technician

VI. Adjournment: Commissioner Thomas moved to adjourn the meeting; it was seconded by Commissioner Paone. All were in favor. Meeting was adjourned at 9:23 AM.

Respectfully submitted,

  
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Alison Fleming, Clerk of the Commission