

CITY OF DAVENPORT
CIVIL SERVICE COMMISSION
Wednesday, August 8, 2018

MINUTES

Commissioners Present: Ralph Kelly, Cassandra Erwin, Karen Guest, Pat Zamora and Paul Bollinger.

Staff Present: Mallory Merritt, Christina Mondanaro-Murphy, Courtney Jones,
Stacy Ihrig, and Latrice Lacey.

- I. The meeting was called to order by Chair Kelly at 9:00 a.m.
- II. Agenda: Vice Chair Erwin moved to approve the agenda, it was seconded by Ms. Guest, all were in favor.
- III. Minutes: Ms. Guest moved to approve the minutes for the June 8, 2018, meeting, Vice Chair Erwin seconded, all were in favor.
- IV. Introductions: Members and staff introduced themselves.
- V. New Business:
 - A. Job Code 3222 -Fire District Chief Qualification Changes: Chief Carlsten talked about the changes requested. There was discussion. Ms. Mondanaro-Murphy distributed a draft proposal. Chair Kelly made a motion to accept the change in the minimum qualifications. Ms. Zamora seconded all were in favor and it passed.
 - A. Proposed Commission Meeting Time Change-There was discussion. It was agreed to leave the time as it is and bring it up at the September 12th meeting.
- VI. Old Business:
 - A. Affirmative Action Officer Written Report- There was discussion. Vice Chair Erwin requested the Affirmative Action Officer come in person or provide a written report. HR Director Merritt will have a response at the September 12th meeting.
 - B. Commission Training-Human Resources and Legal will have a presentation and question and answer session immediately following the September 12th meeting.
- VII. Certified Lists:
 - A. ID Bureau Manager-This was an entry level position. 8 applied, 1 met minimum qualifications, tested and passed and was placed on the civil service list.

- B. Planner II – This was an entry level position. 26 applied, 12 were sent questionnaires, 2 passed and were placed on the civil service list.
- C. Maintenance Mechanic – This was an entry level position. The process included testing, subject matter test, interviews and background. 10 applied, 9 tested, 6 passed and were placed on the civil service list.
- D. Sewer Heavy Equipment Operator - This was a promotional opportunity. 2 applied, 1 tested and passed and was placed on the civil service list
- E. Sewer Maintenance Worker - This was a promotional opportunity. 3 applied, 1 tested and passed and was placed on the civil service list. 1 had left employment and 1 did not meet minimum qualifications.
- F. Police Officer – This is an entry level position. The process included state mandated physical and written tests, background checks and polygraph testing. 131 applied, 116 met minimum requirements, 56 took physical ability test, 34 passed and took the written test, 23 passed the written test, 9 passed the polygraph and background checks and were placed on the list.

VIII. Commission Requests:

- A. HR will research the age requirement for Police Officer.
- B. HR will gather information on Background checks.
- C. Affirmative Action Report
- D. Prepare packet for commission.

IX. Adjournment: Meeting adjourned at 10:12 am