

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

Wednesday, October 12, 2018

MINUTES

Commissioners Present: Ralph Kelly, Cassandra Erwin, and Paul Bollinger

Ex-Officio Member Present: Civil Rights Director Lacey

Staff Present: Mallory Merritt, Christina Mondanaro-Murphy and Courtney Jones

- I. The meeting was called to order by Chair Kelly at 9:03 a.m.
 - II. Agenda: Vice Chair Erwin moved to approve the agenda, it was seconded by Commissioner Bollinger, and all were in favor.
 - III. Minutes: Vice Chair Erwin moved to approve the minutes for the September 12, 2018 meeting, Commissioner Bollinger seconded, all were in favor.
 - IV. New Business:
 - A. Mallory Merritt, Director of HR, provided information on the recruitment process overview and examinations for Senior Clerk that will be on next month's agenda. She also made a motion to add line item B. Firefighter Recruitment Process to today's meeting.
 - B. Firefighter recruitment process: Courtney Jones provided the commission with two handouts. Both will be posted online for potential candidates to view. The first one is the job posting for Firefighter and examples of duties. The second one is a detailed information guide to help the candidates better understand the hiring process and what to expect.

Fire District Chief, Robb Macdougall, gave a brief explanation of the current recruitment process for the Fire Department. He explained the qualifications and ways the Fire Department reaches out to various organizations throughout the City. Mallory Merritt stated the intention is to post this job opening, for Firefighter, tomorrow, October 11th, 2018.
- Old Business:
- A. HR Director Merritt stated she is working with Scott Vandewoestyne on the request for joint work session with the Affirmative Action Commission. A date will be set to meet later this month.
 - B. Impact Ratio: Courtney Jones gave an explanation on impact ratio via ethnicity, gender, and age group report that was requested by the commission at last month's meeting.

- C. HR Director Merritt provided a handout that was previously requested by the Commission at the September 12th meeting titled “Davenport Fire Department Employee Demographics”.
- D. Assistant Chief Bladel provided the Commission with an overview of the minimum age requirements for the Police Department. Currently the Police Department recommends continuing with the minimum age requirement of 21 years old. He provided data of surrounding cities near Davenport and explained the expectations of the position. Assistant Chief Bladel also shared all of the programs in place for potential candidates; including an internship. Commissioner Bollinger questioned if we have numbers to provide how many individuals have attended our feeder systems. Assistant Chief Bladel stated those numbers can be provided if the Commission would like them. Vice Chair Erwin asked if our internships are paid; Assistant Chief Bladel stated they are not and explained the internship process.
- E. Captain Imming provided the Commission with 2 handouts. The first one is titled “Davenport Police Department Recruitment Plan Annual Analysis for 2018”. She explained the Police Department’s recruitment efforts including new initiatives that have been introduced. Such as police applicant workshops where the potential applicants can speak to current officers about their success and failures. The second handout provided shows police recruiting statistics from 2012-2018. Commissioner Bollinger questioned if efforts have changed based on the numbers provided and Chair Kelly asked why the numbers decreased. Captain Imming explained that this is a challenging time for law enforcement and applicants have decreased nationwide but the candidate pool is still very good.

V. Certified Lists:

- A. Mechanic-Diesel & Car-This was an entry level position. There was an interview and exam process. The applicants were taken to trucks to see if they could identify certain items. There are 4 applicants on the list to be certified.
- B. Sewer Equipment Operator– This was an entry level position. There was a mechanical aptitude test given. Many of the candidates did not meet the minimum requirement of experience driving a truck for one year or possess a CDL. There are 2 applicants on the list to be certified.

VI. Adjournment: Meeting adjourned at 9:46am