

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, AUGUST 14, 2019; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET | DAVENPORT, IOWA | 52801

I. Call to Order

II. Approval of today's Agenda

III. Approval of Minutes

A. July 10, 2019 Minutes

IV. New Business

V. Old Business

A. Civil Service Rules and Regulations Update

B. John Kiss Appeal Hearing Deliberations & Ruling

VI. Certification Lists

A. Forestry Technician

B. Signal Technician

C. Community Services Specialist

VII. Adjournment

VIII. Next Meeting Date:

A. Next Regular Meeting | September 11, 2019

B. Joint Meeting with the Davenport City Council | December 10, 2019

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, JULY 10, 2019; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Ralph Kelly, Paul Bollinger, Karen Guest, and Michael Schertz

Ex-Officio Member Present: Latrice Lacey

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Management Analyst), Scott VanDeWoestyne (Inclusion & Equity Administrator), and Kari Thoren (HR Administrative Assistant)

- I. The meeting was called to order by Chair Kelly at 9:00 am.
- II. Agenda: Commissioner Guest moved to approve the agenda, it was seconded by Commissioner Bollinger. All were in favor.
- III. Minutes: Commissioner Guest moved to approve the minutes for the June 12, 2019 and June 24, 2019 meetings, it was seconded by Commissioner Bollinger.
- IV. New Business:
 - a. Police Sergeant and Corporal Examination Process: Inclusion & Equity Administrator VanDeWoestyne presented the examination process for both the Police Sergeant and Corporal examination process for approval to the Commission. Both processes will be comprised of three components; a written examination worth 45%, assessment center component worth 45%, and an interview worth 10%. Commissioner Bollinger moved to accept both processes, it was seconded by Commissioner Guest. All were in favor.
- V. Old Business:
 - a. Civil Service Rules and Regulations Update (Sections I and II): Sections I and II were presented at the June 12th meeting. Commissioner Guest provided edits to the documents which Director Merritt will incorporate into a final draft that will be disseminated to the Commission for review. This will be voted on at the August 14th meeting.
 - b. Code Enforcement Officer I Update (Animal Control): On June 25th the Humane Society of Scott County returned to negotiations with the City of Davenport and temporarily extended the contract for 90 days. Negotiations are continuing, and it is likely that the City will secure a three year contract for continued Animal Control services. At present, it does not appear the City will be assuming Animal Control responsibilities.
 - c. Reminder: Appeal Hearing for Kiss is scheduled for July 31, 2019 at 9:00AM
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Guest moved to approve all lists, it was seconded by Commissioner Bollinger. All were in favor.

- i. Sewer Maintenance Worker
- ii. Equipment Service Worker
- iii. Police Officer

VII. Adjournment: Meeting adjourned at 9:21 am.



HUMAN RESOURCES

CIVIL SERVICE COMMISSION CERTIFICATION LISTS



2019

August
14th



Forestry Technician

Process Overview

- » Entry level position in the Forestry Division of Public Works
- » Written Exam:100%
- » All qualifying candidates were sent a background investigation invitation
- » List ready for certification
- » Starting salary \$43,714 -\$53,929 (Start at step 1); Teamsters Union



Forestry Technician

Minimum Qualifications

- » Successful completion of courses in forestry or closely related subjects and two years of increasingly responsible experience in a tree nursery or a forestry operation; or an equivalent combination of training and experience.
- » Requires possession of a valid Iowa Commercial Driver's License which must be maintained throughout duration of employment.
- » Must pass a physical examination as prescribed by the City.
- » Must be able to acquire a valid Iowa Commercial Pesticide Applicators License.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).



Forestry Technician

Process Statistics

- » 27 Applicants
- » 1 Completed more than one application for the same position; 21 did not meet minimum qualifications
- » 5 Candidates were qualified and invited to test
- » 1 Withdrew/ 2 Failed written exam
- » 2 Passed written exam and background investigation
- » 2 On certification list



Signal Technician

Process Overview

- » Entry level position in the Signals and Street Lights Division of Public Works
- » Written Exam: 30% / Interview: 70%
- » All qualifying candidates were sent a background investigation invitation
- » List ready for certification
- » Starting salary \$41,131 - \$51,143 (Start at step 1); Teamsters Union



Signal Technician

Minimum Qualifications

- » Post high school training in electrical work or two years experience working in the electrical field; or an equivalent combination of training and experience.
- » Must possess a valid Iowa Driver's License and must maintain throughout duration of employment.
- » Must obtain within the first two years of employment an International Municipal Signal Association (IMSA) Level I Certification. Level II Certification must be obtained within the time constraints given by the IMSA and retained throughout duration of employment.
- » Must become an Iowa resident within two year of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).



Signal Technician

Process Statistics

- » 24 Applicants
- » 1 Not willing to relocate; 12 did not meet minimum qualifications
- » 11 Invited to take written test; 1 failed written exam and 7 did not show
- » 3 Passed the written exam, interview, and background investigation
- » 3 On certification list



Community Services Specialist

Process Overview

- » Entry level position in the Traffic Safety Unit of the Patrol Division
- » Written Exam: 30% / Interview: 70%
- » All qualifying candidates completed a Personal History Statement for the background
- » List ready for certification
- » Starting salary \$39,559 - \$51,134 (Start at step 1); AFSCME Union



Community Services Specialist

Minimum Qualifications

- » High school diploma or GED.
- » Must possess a valid Driver's License and must maintain throughout duration of employment.
- » Must obtain LIDAR/RADAR, NCIC, and pepper spray certification within 6 months.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).



Community Services Specialist

Process Statistics

- » 120 Applicants
- » 9 Completed more than 1 application for the same position; 17 did not meet minimum qualifications
- » 94 Candidates were qualified and invited to take the written exam
- » 2 withdrew; 10 did not show; 32 did not schedule; 16 failed
- » 34 Passed the written exam and were invited to the interview
- » 4 withdrew; 2 did not show; 10 failed the interview
- » 18 Candidates went through the background investigation
- » 13 Passed the background; 4 did not turn in required paperwork; 1 withdrew
- » 13 On certification list

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 08/02/2019 11:35:19

Exam #:	1189						
Exam Plan:	Forestry Technician						
Class Title:	FORESTRY TECHNICIAN						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Reject Reason	Gender	Ethnicity	Age Group
1	Application Received						
		11040758	Fail	Does Not Meet Minimum Qualifications	m	am	26-39
		18919136	Fail	Does Not Meet Minimum Qualifications	m	b	26-39
		24733437	Fail	Does Not Meet Minimum Qualifications	m	b	40-55
		15307718	Fail	Does Not Meet Minimum Qualifications	m	h	26-39
		19219028	Fail	Does Not Meet Minimum Qualifications	m	h	26-39
		38278846	Fail	Completed more than one application for same position	m	w	22-25
		24788042	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		38278846	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		41254714	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		34637218	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		41135166	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		38263815	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		21013682	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		3099774	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		27625138	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		27892911	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		7388277	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		8913114	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		819569	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		39763178	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		40994172	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		24930197	Fail	Does Not Meet Minimum Qualifications	m	w	56-70
2	Written Exam						
		39002035	Fail	Failed written exam	m	w	40-55
		31857030	Fail	Failed written exam	m	w	22-25
		29549666	Fail	Withdrew from process	m	h	26-39
3	Background						
	Eligible	31416730	Active		m	w	26-39
		27724707	Active		m	w	26-39
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Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 08/02/2019 11:25:06

Exam #:	1182						
Exam Plan:	Signal Technician						
Class Title:	SIGNAL TECHNICIAN						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Reject Reason	Gender	Ethnicity	Age Group
1	Application Received						
		37224845	Fail	Does Not Meet Minimum Qualifications	m	am	26-39
		34106508	Fail	Does Not Meet Minimum Qualifications	m	b	18-21
		19219028	Fail	Does Not Meet Minimum Qualifications	m	h	26-39
		823286	Fail	Does Not Meet Minimum Qualifications	m	h	40-55
		31750926	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		40962084	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		9976268	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		6174006	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		25010173	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		41051455	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		30404663	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		40923829	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		16698006	Fail	Not Willing To Relocate	m	w	40-55
2	Written Exam						
		33871284	Fail	Failed written exam	m	w	40-55
		31711234	Fail	Did not show for test	m	w	
		40962458	Fail	Did not show for test	m	w	
		38371706	Fail	Did not show for test	m	w	22-25
		30294187	Fail	Did not show for test	m	w	26-39
		40963997	Fail	Did not show for test	m	w	26-39
		39274356	Fail	Did not show for test	m	w	26-39
		20221252	Fail	Did not show for test	m	w	40-55
3	Interview						
4	Background						
	Eligible	38662199	Active		m	w	40-55
		37136121	Active		m	w	40-55
		40993035	Active		m	w	40-55

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 08/12/2019 16:42:47

Exam #:	1178						
Exam Plan:	Community Services Specialist						
Class Title:	COMMUNITY SERVICE SPECIALIST						
Recruiter:	VanDeWoestyne, Scott						
Step #	Step Type	Person ID	Disposition	Reject Reason	Gender	Ethnicity	Age Group
1	Application Received						
		40861555	Fail	Completed more than one application	f	h	40-55
		40861555	Fail	Completed more than one application	f	h	40-55
		4269591	Fail	Completed more than one application	f	w	
		20027621	Fail	Completed more than one application	f	w	18-21
		40835248	Fail	Completed more than one application	f	w	18-21
		20027621	Fail	Completed more than one application	f	w	18-21
		40912251	Fail	Completed more than one application	f	w	22-25
		3883029	Fail	Completed more than one application	f	w	26-39
		25429607	Fail	Completed more than one application	f	w	26-39
		26644491	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		3353909	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		27085137	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		40967767	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		40792778	Fail	Does Not Meet Minimum Qualifications	f	w	40-55
		23886484	Fail	Does Not Meet Minimum Qualifications	f	w	40-55
		1270640	Fail	Does Not Meet Minimum Qualifications	f	w	40-55
		19219028	Fail	Does Not Meet Minimum Qualifications	m	h	
		40163752	Fail	Does Not Meet Minimum Qualifications	m	w	
		40983197	Fail	Does Not Meet Minimum Qualifications	m	w	18-21
		36423772	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		37105791	Fail	Does Not Meet Minimum Qualifications	m	w	26-39

		25324066	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		40506844	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		39367856	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		32480334	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		32480334	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
2	CSS Written Exam 2019						
		34447717	Fail	Did Not Schedule Exam by Deadline	f	w	22-25
		23434035	Fail	Did Not Schedule Exam by Deadline	m	w	22-25
		41021465	Fail	Did Not Schedule Exam by Deadline	f	w	26-39
		7480813	Fail	Did Not Schedule Exam by Deadline	f	b	40-55
		22528996	Fail	Did Not Schedule Exam by Deadline	f	w	40-55
		30854689	Fail	Did Not Schedule Exam by Deadline	m	w	26-39
		13796267	Fail	Did Not Schedule Exam by Deadline	m	b	26-39
		39362020	Fail	Did Not Schedule Exam by Deadline	m	w	26-39
		40152877	Fail	Did Not Schedule Exam by Deadline	m	w	40-55
		20196592	Fail	Did Not Schedule Exam by Deadline	f	a	40-55
		5834812	Fail	Did Not Schedule Exam by Deadline	f	w	26-39
		31870756	Fail	Did Not Schedule Exam by Deadline	f	w	26-39
		36496079	Fail	Did Not Schedule Exam by Deadline	f	w	40-55
		40994006	Fail	Did Not Schedule Exam by Deadline	m	w	18-21
		11234663	Fail	Did Not Schedule Exam by Deadline	m	w	26-39
		819569	Fail	Did Not Schedule Exam by Deadline	m	w	40-55
		37604084	Fail	Did Not Schedule Exam by Deadline	f		
		36366474	Fail	Did Not Schedule Exam by Deadline	f		
		40804950	Fail	Did Not Schedule Exam by Deadline	f	b	26-39
		23125024	Fail	Did Not Schedule Exam by Deadline	f	b	26-39
		10864131	Fail	Did Not Schedule Exam by Deadline	f	h	18-21
		11712467	Fail	Did Not Schedule Exam by Deadline	f	h	22-25
		23972664	Fail	Did Not Schedule Exam by Deadline	f	w	
		15518461	Fail	Did Not Schedule Exam by Deadline	f	w	
		4269591	Fail	Did Not Schedule Exam by Deadline	f	w	
		20942028	Fail	Did Not Schedule Exam by Deadline	f	w	
		35957516	Fail	Did Not Schedule Exam by Deadline	f	w	22-25
		35400532	Fail	Did Not Schedule Exam by Deadline	f	w	22-25
		40844213	Fail	Did Not Schedule Exam by Deadline	f	w	26-39
		24337252	Fail	Did Not Schedule Exam by Deadline	f	w	26-39

		19152220	Fail	Did Not Schedule Exam by Deadline	f	w	26-39
		8658109	Fail	Did Not Schedule Exam by Deadline	f	w	26-39
		19728614	Fail	Did not show for test	f	w	26-39
		38254334	Fail	Did not show for test	f	w	26-39
		2272138	Fail	Did not show for test	f	w	40-55
		3353286	Fail	Did not show for test	f	w	40-55
		38338293	Fail	Did not show for test	f	w	40-55
		39052392	Fail	Did not show for test	f	w	40-55
		9766650	Fail	Did not show for test	f	w	56-70
		12092393	Fail	Did not show for test	f	w	56-70
		16811639	Fail	Did not show for test	m	b	26-39
		35314624	Fail	Did not show for test	m	b	26-39
		25929054	Fail	Scored below a 70% in at least 1 section	m	b	26-39
		816618	Fail	Scored below a 70% in at least 1 section	m	b	26-39
		10822914	Fail	Scored below a 70% in at least 1 section	m	b	40-55
		40934525	Fail	Scored below a 70% in at least 1 section	m	h	26-39
		28006997	Fail	Scored below a 70% in at least 1 section	m	h	40-55
		35079368	Fail	Scored below a 70% in at least 1 section	m	w	18-21
		37956662	Fail	Scored below a 70% in at least 1 section	m	w	22-25
		31750926	Fail	Scored below a 70% in at least 1 section	m	w	22-25
		33897062	Fail	Scored below a 70% in at least 1 section	m	w	22-25
		38923020	Fail	Scored below a 70% in at least 1 section	m	w	22-25
		39118238	Fail	Scored below a 70% in at least 1 section	m	w	26-39
		37105791	Fail	Scored below a 70% in at least 1 section	m	w	26-39
		40506844	Fail	Scored below a 70% in at least 1 section	m	w	26-39
		25324066	Fail	Scored below a 70% in at least 1 section	m	w	26-39
		41009379	Fail	Scored below a 70% in at least 1 section	m	w	26-39
		19495850	Fail	Scored below a 70% in at least 1 section	m	w	26-39
		25093378	Fail	Withdrew from process	m	w	40-55
		39373002	Fail	Withdrew from process	m	w	40-55
3	Interview						
		41007730	Fail	Did not show for test	f	w	40-55
		40045341	Fail	Did not show for test	m	w	18-21
		30022353	Fail	Withdrew from process	m	w	22-25
		33950963	Fail	Withdrew from process	f	w	40-55
		27009836	Fail	Withdrew from process	f	w	

		24115498	Fail	Withdrew from process	f	w	26-39
		36457312	Fail	Scored below a 70%	f	w	56-70
		33776337	Fail	Scored below a 70%	m	w	26-39
		40891294	Fail	Scored below a 70%	f	w	26-39
		40957153	Fail	Scored below a 70%	m	w	18-21
		35645223	Fail	Scored below a 70%	m	w	22-25
		38911676	Fail	Scored below a 70%	f	w	40-55
		40999035	Fail	Scored below a 70%	f	w	40-55
		38387513	Fail	Scored below a 70%	f	w	56-70
		19219028	Fail	Scored below a 70%	m	h	26-39
		25371352	Fail	Scored below a 70%	m	w	56-70
4	Polygraph & Background Investigation						
		36418706	Fail	did not respond to mandatory questionnaire	f	w	26-39
		40163752	Fail	did not respond to mandatory questionnaire	m	w	
		33089865	Fail	did not respond to mandatory questionnaire	m	w	26-39
		41042667	Fail	did not respond to mandatory questionnaire	m	w	40-55
		40946626	Fail	Withdrew from process	m	w	40-55
	Eligible	38330022	Active		m	w	26-39
		40158292	Active		f	w	40-55
		2005967	Active		m	b	40-55
		38560835	Active		m	w	26-39
		25550981	Active		m	w	26-39
		633857	Active		f	am	26-39
		40474360	Active		m	w	
		8137176	Active		m	h	26-39
		32366343	Active		f	w	18-21
		37238527	Active		m	w	40-55
		7077511	Active		m	w	40-55
		41031542	Active		f	w	
		32063498	Active		m	w	>70

JOB CODE: 5302 EXAM PLAN: 1189
To be completed by Hiring Department. Please enter the appropriate code from the list below for each candidate on each job opening. Please return this form to the Human Resources Department. Thank you.

Chair Nahel Kelly Date Aug 14 2018

Commissioner Wesley Siler

Commissioner Nancy

Commissioner Patt Zamora

Commissioner _____

RESULT CODES:

1. Appointed
2. Hired other candidate
3. Disqualified (Attach Documentation)
4. Not interested in this position, retain on list
5. No longer interested, remove from list
6. Not contacted

1. Appointed
2. Hired other candidate
3. Disqualified (Attach Documentation)
4. Not interested in this position, retain on list
5. No longer interested, remove from list
6. Not contacted
7. Unable to contact at given location

PAGE 1 OF 1

JOB CODE: 5122 EXAM PLAN: 1182
<p>To be completed by Hiring Department.</p> <p>Please enter the appropriate code from the list below for each candidate on each job opening.</p> <p>Please return this form to the Human Resources Department. Thank you.</p>

Chair Ralph Kelly Date Aug 14, 2019

Commissioner Wes Schuch

Commissioner Kamille

Commissioner Patt Gamora

Commissioner _____

Commissioner _____

RESULT CODES:

1. Appointed
2. Hired other candidate
3. Disqualified (Attach Documentation)
4. Not interested in this position, retain on list
5. No longer interested, remove from list
6. Not contacted
7. Unable to contact at given location

PAGE 1 OF 1

CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

POSITION: Community Services Specialist

TYPE OF LIST: Entry

CERTIFICATION DATE: August 14, 2019

EXPIRATION DATE: August 13, 2020

JOB CODE: 6012 EXAM PLAN: 1178

To be completed by Hiring Department.

Please enter the appropriate code from the list below for each candidate on each job opening.

Please return this form to the Human Resources Department. Thank you.

ELIGIBLE CANDIDATES		RESULT CODE	DATE OF APPOINTMENT
Charles Parr			
Nicholas Manrique			
Brendan Sears			
Joseph Dagama			
Christa Merritt			
Kimberly Higareda			
Anastasia Sperling			
Stanley Thomas			
John Ferris			
Tracy Slick			
Jason Frank			
Dominick Paradiso			
Christopher Shipman			
			INITIAL OF APPOINTING AUTHORITY

Chair

Kathy Kelly

Date

Aug 14, 2019

Commissioner

Mark Schuch

Commissioner

Kam Lewis

Commissioner

Patt Gamora

Commissioner

RESULT CODES:

1. Appointed
2. Hired other candidate
3. Disqualified (Attach Documentation)
4. Not interested in this position, retain on list
5. No longer interested, remove from list
6. Not contacted
7. Unable to contact at given location

PREFERENCE CODE:

P—Eligible for preference
See Iowa Code 400.28



City of Davenport

Human Resources
226 West Fourth Street · Davenport, Iowa 52801
Telephone: 563-326-7792
www.cityofdavenportiowa.com

August 14, 2019

Honorable Mayor and City Council
City Hall
226 West Fourth Street
Davenport, Iowa | 52801

Honorable Mayor and City Council:

At its regular meeting on August 14, 2019, the City of Davenport's Civil Service Commission reviewed three civil service lists for consideration. The lists are as follows:

1. Community Services Specialist
2. Forestry Technician
3. Signal Technician

On an affirmative vote, the Civil Service Commission accepts and certifies the above mentioned lists and hereby notifies and forwards them to the Davenport Mayor and City Council as an elected body.

Respectfully submitted,



Ralph Kelly
Chair

August 14, 2019

sewer backup. scrape food into
the trash, not the sink.

If you experience a sewer
backup, call Public Works
24/7 at **563-326-7923**.





BEFORE THE CIVIL SERVICE COMMISSION
OF THE CITY OF DAVENPORT, IOWA

IN THE MATTER
OF THE APPEAL OF

)
)
)

ORDER

John Kiss

)

The Appeal hearing of **John Kiss** was held July 31, 2019 before the Civil Service Commission of the City of Davenport, Iowa, in the City Hall Council Chambers, 226 W. 4th Street, Davenport, Iowa 52801.

BY THE ORDER OF THE COMMISSION, this 14th day of August, 2019 the Civil Service Commission ruled to reverse the termination of John Kiss made by the City and orders the City of Davenport to reinstate John Kiss in the position of Sewer Equipment Operator.

DAVENPORT CIVIL SERVICE COMMISSION



Ralph Kelly, Chair
Davenport Civil Service Commission

Copy to: Civil Service Commissioners
City of Davenport Legal Department
Mallory Merritt, HR Director
John Kiss