

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, AUGUST 12, 2020; 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

IV. New Business

A. Police Officer Recruitment Process (Fall 2020)

V. Old Business

VI. Certification Lists

A. Street Operations Supervisor

VII. Adjournment

VIII. Next Meeting Date:

A. Next Meeting | September 9, 2020

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, JULY 22, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Patt Zamora, Michael Schertz, Karen Guest, Jerald Thomas, and Toby Paone

Ex-Officio Member Present:

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Talent Acquisition & Project Manager), Scott VanDeWoestyne (Talent & Inclusion Administrator), Kari Thoren (Administrative Assistant)

- I. The meeting was called to order by Chair Zamora at 9:00
- II. Agenda: Commissioner Schertz moved to approve the agenda, it was seconded by Commissioner Thomas. All were in favor.
- III. Minutes: Commissioner Thomas moved to approve the minutes for the June 10, 2020 meeting, it was seconded by Commissioner Guest. All were in favor.
- IV. New Business:
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Thomas moved to approve the lists, it was seconded by Commissioner Guest. All were in favor.
 - a. Police Officer
 - b. Chemist
 - c. Lead Horticulture Technician
- VII. Adjournment: Commissioner Guest moved to adjourn the meeting, it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 9:19.



DAVENPORT

HUMAN RESOURCES

DATE: August 12, 2020

TO: Davenport Civil Service Commission

CC: Mallory L. Merritt, Human Resources Director & Commission Clerk

RE: Fall 2020 Police Officer hiring process

For the Fall 2020 Police Officer hiring process, the Human Resources Department and Police Department hereby submit the following certification process and procedures for approval:

- Applications will be accepted for a period of four weeks beginning August 12.
- City will administer the state mandated physical ability test on three dates. This test includes four basic components including a sit-and-reach, one-minute sit-ups, one-minute push-ups, and a 1.5 mile run. Each component must be passed based on the age/gender matrix outlined by the state.
- City will administer a state mandated written exam (POST) on three dates. This test includes arithmetic, reading comprehension, grammar, and incident report writing. The candidate must pass each section with a score of at least 70%. Study guides are available to applicants.
- Backgrounds and polygraphs will be conducted based on information submitted by the candidates in a personal history questionnaire.
- All finalists will be interviewed by a panel, and must score an average of 8 (Adequate) on a scale of 10.
- The cumulative weight of this process is POST Written Exam (30%) and Final Interview (70%).

Retaining a qualified and diverse talent pool for this position remains a key focus area for both the Police Department and Human Resources. Collaboratively, virtual informational workshops will be disseminated via our social media platforms, and several other recruitment tools will be employed such as partnering with local organizations (i.e. NAACP and LULAC), local media outlets, and outreach to educational & spiritual institutions.

Scott J. VanDeWoestyne
Talent & Inclusion Administrator
(563) 326-6188 (Direct)
scott.vandewoestyne@davenportiowa.com



THE CITY OF
DAVENPORT
IOWA | USA

CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

August 12, 2020

STREET OPERATIONS SUPERVISOR



- » Promotional position in the Street Division of Public Works
- » Written examination: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$58,678-\$76,992 | Non Bargaining Management

STREET OPERATIONS SUPERVISOR

Minimum Qualifications

- » High School diploma; two years supervisory experience in street maintenance; and five years of experience in street construction, maintenance and repair, or a related field; experience in the operation of vehicles and equipment; or an equivalent combination of training and experience.
- » Must possess and maintain throughout the duration of employment a valid Iowa Class B Commercial Driver's License (CDL) with the air brakes and tanker endorsements.
- » ATSSA Traffic Control Supervisor Certification, obtain within one year of appointment.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

STREET OPERATIONS SUPERVISOR



Process Statistics

- » **6 Applicants**
- » **5 Candidates were qualified and invited to participate in the examination**
- » **5 Candidate passed the examination and were invited to interview**
- » **5 Candidates passed the interview**
- » **5 On certification list**

STREET OPERATIONS SUPERVISOR

Process Statistics

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 08/12/2020 07:57:25

Exam #:	1298						
Exam Plan:	Street Operations Supervisor						
Class Title:	Street Operations Supervisor						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received	44808888	Fail	Does Not Meet Minimum Qualifications	m	na	26-39
2	Written Exam						
3	Interview						
	Eligible	17965751	Active		m	w	22-25
		5339022	Active		m	w	26-39
		22572285	Active		m	w	26-39
		1520342	Active		m	h	40-55
		5407823	Active		m	am	26-39

Copyright (c) 2000-2020 NEOGOV, Inc. All rights reserved.

THANK YOU



JOB CODE: 6200 EXAM PLAN: 1298

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 Patricia Zamora Date 8-12-20

Commissioner Toby W. Paine

Commissioner [Signature]

Commissioner [Signature]

Commissioner [Signature]

Commissioner [Signature]

RESULT CODES:

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

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



DAVENPORT

HUMAN RESOURCES

August 12, 2020

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 12, 2020, the City of Davenport's Civil Service Commission reviewed one civil service list for consideration. The list is as follows:

1. Street Operations Supervisor

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

Respectfully submitted,

Patricia Zamora

Chair

August 12, 2020