

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, MAY 12, 2021; 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 | Spring 2021

V. Old Business

VI. Certification Lists

A. Civilian Crime Scene Technician

B. Police Services Generalist

C. Financial Analyst

D. Electrical Inspector

E. Compost Equipment Operator II

F. Fire Lieutenant

VII. Adjournment

VIII. Next Meeting Date:

A. Wednesday, June 9, 2021 | 9:00 AM

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, APRIL 7, 2021; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

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

Ex-Officio Member Present:

Staff Present: Mallory Merritt (Assistant City Administrator), Alison Fleming (Human Resources Director), Courtney Jones (Administrative Services Manager), Gina Lechvar (Management Analyst I), Scott VanDeWoestyne (Talent & Inclusion Administrator), Kari Thoren (HR Assistant)

- I. The meeting was called to order by Chair Zamora at 9:00.
- II. Agenda: Commissioner Schertz moved to approve the agenda with item A under IV. New Business struck, it was seconded by Commissioner Thomas. All were in favor.
- III. Minutes: Commissioner Thomas moved to approve the minutes for the February 10, 2021 meeting, it was seconded by Commissioner Guest. All were in favor.
- IV. New Business:
  - a. Stricken from agenda.
  - b. Appoint Civil Service Clerk
    - i. Commissioner Guest moved to appoint HR Director Fleming for Civil Service Clerk, it was seconded by Commissioner Schertz. All were in favor.
  - c. Appoint Commission Chair and Vice Chair
    - i. Commissioner Paone nominated Commissioner Schertz for Chair, it was seconded by Commissioner Guest. All were in favor.
    - ii. Commissioner Guest nominated Commissioner Thomas as Vice Chair, it was seconded by Commissioner Paone. All were in favor.
  - d. Compost Equipment Operator | Update to minimum qualifications
    - i. Analyst Lechvar proposed changing the minimum qualification "Must possess a valid Class A Iowa Commercial Driver's License (CDL)." to "Must possess a valid Class B Iowa Commercial Driver's License (CDL) and obtain a valid Class A Iowa Commercial License (CDL) within six months of hire."
  - e. Compost Equipment Operator II | Update to minimum qualifications
    - i. Analyst Lechvar proposed changing the minimum qualification "Must possess a valid Class A Iowa Commercial Driver's License (CDL)." to "Must possess a valid Class B Iowa Commercial Driver's License (CDL) and obtain a valid Class A Iowa Commercial License (CDL) within six months of hire."
  - f. Financial Analyst | New Position
    - i. Analyst Lechvar brought forward qualifications the new position of Financial Analyst.
  - g. Police Officer | Update to minimum qualifications

- i. Administrator VanDeWoestyne proposed changing the minimum qualification “Must be at least 21 years of age at the time of appointment.” to “Must be at least 21 years of age at the time of list certification.”

Commissioner Thomas moved to approve agenda items D, E, F, and G, it was seconded by Commissioner Schertz. All were in favor.

V. Old Business:

VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Thomas moved to approve all lists, it was seconded by Commissioner Guest. All were in favor.

- a. Crime Analyst
- b. Lead Plant Operator
- c. Mechanic
- d. Public Service Cashier
- e. Senior Accountant
- f. Senior Electrical Inspector
- g. Street Equipment Operator
- h. Stock Clerk
- i. Firefighter
- j. Fire Captain
- k. District Chief

VII. Adjournment: Commissioner Schertz moved to adjourn the meeting, it was seconded by Commissioner Thomas. Meeting was adjourned at 10:03.



# DAVENPORT

HUMAN RESOURCES

DATE: May 12, 2021

TO: Davenport Civil Service Commission

CC: Alison Fleming, Human Resources Director & Commission Clerk

RE: Spring 2021 Police Officer hiring process

For the Spring 2021 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 beginning May 12.
- City will administer the state mandated physical ability test on three dates. This test includes three basic components including 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*

May 12, 2021

# FINANCIAL ANALYST

- » **Entry level position in the Revenue Division of Finance**
- » **Written examination: 30%**
- » **Interview: 70%**
- » **List ready for certification**
- » **Salary range: \$51,594-\$67,694 | Non-Bargaining**

# FINANCIAL ANALYST

## *Minimum Qualifications*

- » Bachelor's degree in Finance, Accounting or closely related field; or an equivalent combination of education and experience.
- » Must pass a criminal background check as prescribed by the City.
- » Must maintain residency throughout duration of employment (per Iowa Code 400.17).

# FINANCIAL ANALYST

## *Process Statistics*

- » **27 Applicants**
- » **21 Candidates were qualified and invited to participate in the written examination**
- » **4 Candidates passed the written examination; 1 withdrew; 11 did not show; 5 scored below 70%**
- » **4 Candidates were invited to participate in the interview**
- » **4 Candidates passed the interview**
- » **4 Candidates passed the background check**
- » **4 Candidates on certification list**



## Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 05/05/2021 10:33:04

Exam #: 1395

Exam Plan: Financial Analyst

Class Title: Financial Analyst

Recruiter: Lechvar, Gina

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		25736807	Fail	Does Not Meet Minimum Qualifications	m	h	26-39
		46791538	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		39385573	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		46804568	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		36758540	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		46855050	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
2	Written Exam						
		31188200	Fail	Scored below 70%	f	w	18-21
		43707927	Fail	Scored below 70%	m	w	26-39
		19556219	Fail	Scored below 70%	f	w	40-55
		19860368	Fail	Scored below 70%	f	w	
		46861766	Fail	Scored below 70%	m	w	26-39
		46083058	Fail	Did not show for test	f	a	26-39
		13047731	Fail	Withdrew from process	f	na	
		46390504	Fail	Did not show for test	f	w	22-25
		17214212	Fail	Did not show for test	f	w	26-39
		19881218	Fail	Did not show for test	f	w	26-39
		43367863	Fail	Did not show for test	f	w	56-70
		34167374	Fail	Did not show for test	m	na	40-55
		46332218	Fail	Did not show for test	m	w	22-25
		29290833	Fail	Did not show for test	m	w	26-39
		45085050	Fail	Did not show for test	m	w	26-39
		10531374	Fail	Did not show for test	m	w	40-55
		3177567	Fail	Did not show for test	m	w	56-70
3	In-person Interview						
4	Background Check						
	Eligible	1237907	Active	Scored above 70%		w	
		46769393	Active	Scored above 70%	f	w	26-39
		673521	Active	Scored above 70%	f	w	40-55
		46398608	Active	Scored above 70%	m	na	56-70

# ELECTRICAL INSPECTOR



- » Entry level position in the Development and Neighborhood Services Department
- » Written examination: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$57,522-\$75,485 | AFSCME Union

# ELECTRICAL INSPECTOR

## *Minimum Qualifications*

- » High School Diploma and three years experience in the electrical trade at the journeyman level; or an equivalent combination of training and experience.
- » Certified by the ICC (International Code Council) within one year of employment.
- » Must possess a valid Iowa Driver's License and must maintain throughout duration of employment.
- » Must pass a criminal background check as prescribed by the City.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

# ELECTRICAL INSPECTOR

## *Process Statistics*

- » 13 Applicants
- » 8 Candidates were qualified and invited to participate in the written examination
- » 4 Candidates passed the written examination; 2 withdrew; 2 did not show
- » 4 Candidates were invited to participate in the interview
- » 4 Candidates passed the interview
- » 4 Candidates passed the background check
- » 4 Candidates on certification list

## Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 05/05/2021 09:54:56

Exam #:	1388						
Exam Plan:	Electrical Inspector						
Class Title:	ELECTRICAL INSPECTOR						
Recruiter:	Lechvar, Gina						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		31415086	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		34733130	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		29505467	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		42470774	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		6417168	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
2	Written Exam						
		46414923	Fail	Withdrew from process	m	w	
		14302978	Fail	Withdrew from process	m	w	
		46728358	Fail	Did not show for test	m	w	26-39
		46740848	Fail	Did not show for test	m	w	40-55
3	In Person Interview						
4	Background Check						
	Eligible	46700256	Active	Scored above 70%	m	w	22-25
		46707695	Active	Scored above 70%	m	w	40-55
		45968896	Active	Scored above 70%	m	w	40-55
		44049844	Active	Scored above 70%	m	w	40-55

# COMPOST EQUIPMENT OPERATOR II

- » Promotional position in the Compost Division of Public Works
- » Written examination: 100%
- » List ready for certification
- » Salary range: \$46,515-\$57,017 | Teamsters Union

# COMPOST EQUIPMENT OPERATOR II DAVENPORT I O W A | U S A

## *Minimum Qualifications*

- » Two years of successful experience operating large front end loaders (5-10 cubic yard ejector type bucket), yard waste grinding equipment, monitoring composting equipment operation, driving trucks, and tractors; performing moisture balance and compost process operations mixing, monitoring and testing or an equivalent combination of training and experience.
- » May be required to pass State of Iowa certification.
- » Must possess a valid Class B Iowa Commercial Driver's License (CDL) and obtain a valid Class A Iowa Commercial Drivers License (CDL) within six months of hire.

# COMPOST EQUIPMENT OPERATOR II

## *Process Statistics*

- » 6 Applicants
- » 4 Candidates were qualified and invited to the written examination
- » 3 Candidates passed the written examination; 1 did not show
- » 3 Candidates on certification list



## Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 05/11/2021 11:56:11

Exam #:	1394						
Exam Plan:	Compost Equipment Operator II						
Class Title:	Compost Equipment Operator II						
Recruiter:	Lechvar, Gina						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		39023706	Fail	promotional opportunity only - not eligible	m	w	26-39
		14118643	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
2	Written Exam						
		24355869	Fail	Did not show for test	m	w	26-39
	Eligible	25496131	Active	Scored above 70%	m	w	26-39
		14101695	Active	Scored above 70%	m	w	26-39
		763244	Active	Scored above 70%	m	w	56-70

# FIRE LIEUTENANT

- » Promotional position in the Fire Department
- » Written examination: 45%; must pass with a minimum of 70%
- » Tactical: 45%; must pass with a minimum of 70%
- » Interview: 10%; must pass with a minimum of 70%
- » List ready for certification
- » Salary range: \$70,052-\$87,809 | Davenport Association of Professional Firefighters Union

# FIRE LIEUTENANT

## *Minimum Qualifications*

- » Requires one completed year of service as a Firefighter/Engineer with the Davenport Fire Department, and Instructor I certification; exemptions may be granted based on class availability.
- » Requires a valid Iowa Driver's License and must maintain throughout duration of employment.

# FIRE LIEUTENANT

## *Process Statistics*

- » 18 Applicants
- » 17 Candidates were qualified and invited to participate in the written examination
- » 17 Candidates passed the written examination and invited to participate in the tactical
- » 15 Candidates passed the tactical; 2 scored below 70%
- » 15 Candidates were invited to participate in the interview
- » 15 Candidates passed the interview
- » Per Iowa Code 400.11, promotional lists are limited to 10 persons.
- » 10 Candidates on certification list

## Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 05/05/2021 11:16:22

Exam #: 1353

Exam Plan: Fire Lieutenant (2021)

Class Title: FIRE LIEUTENANT

Recruiter: Lechvar, Gina

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		1093239	Fail	Does Not Meet Minimum Qualifications	m	h	40-55
2	Written Exam						
3	Tactical Assessment						
		4273679	Fail	Scored below 70%	m	w	26-39
		591995	Fail	Scored below 70%	m	w	40-55
4	In-Person Interview						
		2402959	Pass	Scored above 70%	f	w	26-39
		19798013	Pass	Scored above 70%	m	w	26-39
		4256650	Pass	Scored above 70%	m	w	26-39
		599240	Pass	Scored above 70%	m	w	26-39
		46523577	Pass	Scored above 70%	m	w	26-39
	Eligible	1138838	Active	Scored above 70%	m	w	26-39
		32261872	Active	Scored above 70%	m	h	26-39
		4154873	Active	Scored above 70%	m	w	26-39
		4246175	Active	Scored above 70%	m	na	40-55
		46349481	Active	Scored above 70%	m	w	26-39
		8857846	Active	Scored above 70%	m	w	26-39
		3323673	Active	Scored above 70%	m	w	56-70
		3357376	Active	Scored above 70%	m	w	40-55
		13834806	Active	Scored above 70%	m	w	26-39
		8965965	Active	Scored above 70%	m	w	26-39

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# THANK YOU

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# DAVENPORT

HUMAN RESOURCES

May 12, 2021

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

Honorable Mayor and City Council:

At its regular meeting on May 12, 2021, the City of Davenport's Civil Service Commission reviewed four civil service lists for consideration. The lists are as follows:

1. Financial Analyst
2. Electrical Inspector
3. Compost Equipment Operator II
4. Fire Lieutenant

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,

Michael Schertz  
Commission Chair  
May 12, 2021

## CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

**JOB CODE: 6228 EXAM PLAN: 1395**

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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 Med E. Bullock Date 5/22/2021

Commissioner John W. Paine

Commissioner Paul W. Paine

Commissioner Patricia 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

- PREFERENCE CODE:  
P—Eligible for preference  
See Iowa Code 400.28



## CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

<b>JOB CODE: 5441 EXAM PLAN: 1388</b>
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 Michele Elchert Date 5/12/2021

Commissioner Valery W. Leone

Commissioner Jeralt Thomas

Commissioner Patricia Zamora

Commissioner \_\_\_\_\_

RESULT CODES:

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

- PREFERENCE CODE:  
P—Eligible for preference  
See Iowa Code 400.28

## CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

<b>JOB CODE: 5217 EXAM PLAN: 1394</b>
<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 Mark Lueb Date 5/12/2021

Commissioner John W. Pape

Commissioner Johnathan Thomas

Commissioner Patricia Zamora

Commissioner \_\_\_\_\_

RESULT CODES:

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

- PREFERENCE CODE:  
P—Eligible for preference  
See Iowa Code 400.28

## CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

POSITION: Fire Lieutenant

TYPE OF LIST: Promotional

CERTIFICATION DATE: May 12, 2021

EXPIRATION DATE: May 11, 2023

JOB CODE: 3214 EXAM PLAN: 1353

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
Gabriel Coussens			
Jeremy Shirk			
Carter Oltman			
Michael Putnam			
Michael Dorton			
Kelly Johnson			
Shane Carter			
Eric Griffin			
Zach Grassle			
James Laban			
			INITIAL OF APPOINTING AUTHORITY

Chair Michael H. Chelief Date 5/12/2021Commissioner Tracy W. PageCommissioner Gerald ThomasCommissioner Patricia 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
7. Unable to contact at given location
8. Failed to report for interview

## PREFERENCE CODE:

P—Eligible for preference  
See Iowa Code 400.28