

City of Davenport
Civil Service Commission
Wednesday, December 13, 2023; 9:00 am
City Hall | 226 West Fourth Street | Council Chambers
Minutes

Commissioners Present: Michael Schertz, Jerry Thomas, Toby Paone, and Patricia Zamora
Ex-Officio Member Present:

Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Management Analyst II; Scott VanDeWoestyne, Talent & Equity Administrator; Andrea Maas, Human Resources Specialist; Sarah Bradley, Human Resources Manager

- I. The meeting was called to order by Chair Schertz at 9:00 AM.
- II. Agenda: Commissioner Thomas moved to approve the agenda; it was seconded by Commissioner Paone. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the November 8, 2023 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business: Commissioner Zamora moved to approve all new business; it was seconded by Commissioner Thomas. All were in favor.
 - a. Animal Control Supervisor | Establish Minimum Qualifications
Analyst Lechvar requested approval to establish minimum qualifications for a new position within the Police Department.
 - b. Communications Specialist | Establish Minimum Qualifications
Analyst Lechvar requested approval to establish minimum qualifications for a new position within the Administration Department.
 - c. Planner III | Update to Minimum Qualifications
Management Analyst II Lechvar proposed revising the experience and Driver's License requirements.
- V. Old Business:
 - a. Civil Service Rules and Regulations | Proposed Update Section 2
Director Fleming requested approval to update Civil Service Commission Rule 2.2 as presented previously to the Commission. This update amends Paragraph 2C to

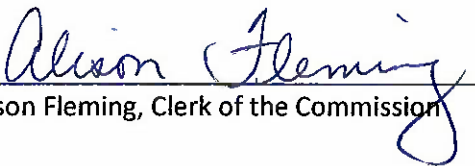
include the testing process for Police Officer candidates who are currently certified by the State of Iowa as Law Enforcement Officers. Commissioner Thomas moved to approve the proposed rule change; it was seconded by Commissioner Zamora. All were in favor.

VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Zamora moved to approve the lists; it was seconded by Commissioner Paone. All were in favor.

- a. Police Services Generalist
- b. Financial Specialist
- c. Senior Clerk
- d. Street Maintenance Worker

VII. Adjournment: Commissioner Zamora moved to adjourn the meeting; it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 9:16 AM.

Respectfully submitted,


Alison Fleming, Clerk of the Commission