

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

Wednesday, December 12, 2018

MINUTES

Commissioners Present: Ralph Kelly, Cassandra Erwin, Karen Guest, Pat Zamora 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 9:00 a.m.
- II. Minutes: Due to technical difficulties there were no minutes to approve.
- III. New Business:
 - A. Civil Service Commission Rule 2.2: A draft of Civil Service Commission Rule 2.2 was distributed to the Commission for consideration. HR Director Merritt stated this was developed as a standard practice to fill positions in a more timely fashion without delays. There was discussion. If anyone has recommendations or feedback, they are to contact HR Director Merritt. This will be voted on at the January meeting.
 - B. Full Civil Service Commission Rules Update: HR Director Merritt stated she thought there should be a review of all the rules and that some rules may need to be updated. If the commission would like her to review the rules, they would need to make a formal request. There was discussion. Commissioner Guest move to authorize the HR Director to review the rules. Commission Bollinger seconded it. All were in favor.
- IV. Old Business:
 - A. Firefighter Interview Process: At the last meeting, the commission requested to see the interview questions. HR Management Analyst Courtney Jones distributed the questions and requested they not be read out loud or shared as the meeting was recorded and they are using these questions in the interview process. Mrs. Jones discussed the process and said one thing they are doing differently this time is that they are emailing the instructions out ahead of time to give the candidates as much time as possible to be successful. HR Director Merritt stated they are offering 2 seats to be part of the Firefighter interview panel to the Commission if anyone would like to participate.
 - B. Joint Work Session with Affirmative Action Commission: HR Director Merritt asked the commission if they would like to reschedule. Commissioner Erwin requested it to be rescheduled. Chair Kelly asked if the Affirmative Action Commission could attend the 9:00 am Civil Service meeting. HR Director Merritt will check.
- V. Certified Lists: No lists were certified.
- VI. Adjournment: Meeting adjourned at 9:25 am.