

City of Davenport

Civil Service Commission

Wednesday, December 8, 2021; 9:00 am

City Hall | 226 West Fourth Street | Council Chambers

Minutes

Commissioners Present: Michael Schertz, Jerald Thomas, Toby Paone, and Patricia Zamora

Ex-Officio Member Present:

Staff Present: Allison Zurcher (Sr. Benefits & Employment Manager), Gina Lechvar (Management Analyst I), Andrea Maas (HR Assistant), Christina Mondanaro-Murphy (Assistant HR Director), and Scott VanDeWoestyne (Talent & Inclusion Administrator)

- I. The meeting was called to order by Chair Schertz at 9:00 AM.
- II. Agenda: Commissioner Paone 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 November 10, 2021 meeting; it was seconded by Commissioner Paone. All were in favor.
- IV. New Business:
 - a. Construction Inspector | Update to Minimum Qualifications
Management Analyst I Lechvar proposed the addition of a physical examination, background check, and Driver's License requirement to the Construction Inspector job description. Lechvar additionally proposed referencing the full title of required certifications rather than acronyms within this job description. Commissioner Paone moved to approve the changes, it was seconded by Commissioner Thomas. All were in favor.
 - b. Pretreatment Inspector | Update to Minimum Qualifications
Management Analyst I Lechvar proposed the addition of a background check requirement to the Pretreatment Inspector job description. Lechvar additionally proposed the expansion of the required Driver's License to include any state (no longer restricted to Iowa). Finally, Lechvar proposed some spelling cleanup for the job description. Commissioner Zamora moved to approve the changes, it was seconded by Commissioner Paone. All were in favor.

- c. Senior Maintenance Specialist | Update to Minimum Qualifications
Management Analyst I Lechvar proposed the addition of a physical examination and background check requirement to the Senior Maintenance Specialist job description. Lechvar additionally proposed the expansion of the required Driver's License to include any state (no longer restricted to Iowa). Commissioner Paone moved to approve the changes, it was seconded by Commissioner Zamora. All were in favor.
- d. Police Captain | Update to Minimum Qualifications
Talent & Inclusion Administrator VanDeWoestyne proposed expanding the education requirement of the Police Captain job description to allow for a wider pool of applicants. VanDeWoestyne additionally proposed clarification of some of the verbiage in the job description. Commissioner Thomas moved to approve the changes, it was seconded by Commissioner Zamora. All were in favor.
- e. Police Captain | Establish Recruitment Process
Talent & Inclusion Administrator VanDeWoestyne notified the Commission of active recruitment for the Police Captain position.
- f. Police Lieutenant | Establish Recruitment Process
Talent & Inclusion Administrator VanDeWoestyne notified the Commission of active recruitment for the Police Lieutenant position.
- g. James Alcala | Civil Service Appeal Hearing
Sr. Benefits & Employment Manager Zurcher requested the Commission schedule an Appeal Hearing for former employee James Alcala. Alcala was present for the meeting and acknowledged that he wished to waive his right to hold the appeal hearing within 20 days. The Commission agreed upon the hearing date of January 18, 2022 beginning at 8:00 am. Commissioner Paone moved to approve the scheduled hearing, it was seconded by Commissioner Thomas. All were in favor.

V. Adjournment: Commissioner Thomas moved to adjourn the meeting; it was seconded by Commissioner Zamora. Meeting was adjourned at 9:11 AM.