

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, October 20th, 2021; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Jerald Thomas, Toby Paone, and Karen Guest

Ex-Officio Member Present:

Staff Present: Alison Fleming (Human Resources Director), Gina Lechvar (Management Analyst I), Andrea Maas (Human Resources Assistant), and Christina Mondanaro-Murphy (Assistant HR Director)

- I. The meeting was called to order by Vice Chair Thomas at 9:00 AM.
- II. Agenda: Commissioner Paone moved to approve the agenda, it was seconded by Commissioner Guest. All were in favor.
- III. Minutes: Commissioner Guest moved to approve the minutes for the August 11th, 2021 meeting, it was seconded by Commissioner Paone. All were in favor.
- IV. New Business:
 - a. Senior Mechanic | Update to Minimum Qualifications
Director Fleming proposed adding the minimum qualification “Must pass a physical examination and a background check as prescribed by the city. All CDL personnel are subject to Federal Motor Carriers Random Drug & Alcohol Program.” Along with updating verbiage to state “Must become an Iowa resident within two years of hire date” in order to be consistent with other City job descriptions. Commissioner Paone moved to accept this update, it was seconded by Commissioner Guest. All were in favor.
 - b. Senior Stock Clerk | Update to Minimum Qualifications
Director Fleming proposed replacing the minimum qualification “Successful completion of high school level courses in math and reading” with “High School diploma or equivalent”. Fleming additionally proposed replacing the minimum qualification “Possession of a valid driver’s license issued by the State of Iowa and maintain throughout duration of employment” with “Must possess and maintain throughout the duration of employment a valid Driver’s License. Must pass a physical examination and a background check as prescribed by the City of Davenport.” These updates were proposed in order to be consistent with other City job descriptions. Commissioner Paone moved to accept this update, it was seconded by Commissioner Guest. All were in favor.
- V. Old Business:
 - a. Civil Service Rules and Regulations | Proposed Update Section 2

Removed from agenda until all Commissioners are present to vote.

- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Paone moved to approve all lists, it was seconded by Commissioner Guest. All were in favor.
 - a. Equipment Service Worker
 - b. Lead Plant Operator

- VII. Adjournment: Commissioner Paone moved to adjourn the meeting, it was seconded by Commissioner Guest. Meeting was adjourned at 9:13 AM.