

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, JULY 12, 2017; 9:00 AM

CITY HALL COUNCIL CHAMBERS

I. Call to Order

II. Approval of today's Agenda

III. Approval of Minutes June 14, 2017

A. Civil Service Minutes 06/14/17

IV. New Business

A. New Position - Network Administrator

B. Preference Letter

C. Firefighter/Engineer Process

V. Old Business

A. Training for Commissioners - Update

VI. Certification Lists

A. Accounting Supervisor

B. Civilian Crime Scene Technician

C. Community Service Specialist

D. Fire Lieutenant

E. Housing Specialist

F. Revenue Coordinator

VII. Next Meeting Date: August 9, 2017

City of Davenport
Civil Service Commission

Department: Human Resources Department
Contact Info: Dawn Sherman

Date
7/12/2017

Subject:
Civil Service Minutes 06/14/17

ATTACHMENTS:

Type	Description
▯ Cover Memo	Civil Service Minutes 06/14/17

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Reagan, Barb	Approved	7/11/2017 - 8:57 AM

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION MEETING

Wednesday, June 14, 2017, 9:00 a.m.

MINUTES

Commissioners Present: DeShonda Davis-Locke, John Bribriesco, Ralph Kelly

Absent: Cassandra Erwin

- I. The meeting was called to order by Vice Chair Davis-Locke at 9:00 a.m.
- II. The agenda for today's meeting was approved.
- III. The minutes for June 14, 2017 meeting were approved.
- IV. The Commission would like to have the Training Issue as a Discussion Item on the agenda for the July 12, Meeting.
- V. Certification Lists:
 - a. Economic Development Analyst: This was an entry level recruitment with 55 candidates applying and three candidates making the list.
 - b. Packer Driver Loader: This was an entry level recruitment with 106 candidates applying and 32 testing. Thirteen candidates passed each portion of the test and were placed on the Civil Service list.
- VI. Meeting adjourned at 9:30 AM.

City of Davenport
Civil Service Commission

Department: Human Resources Department
Contact Info: Dawn Sherman

Date
7/12/2017

Subject:
Accounting Supervisor

ATTACHMENTS:

Type	Description
▯ Cover Memo	Accounting Supervisor

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Reagan, Barb	Approved	7/10/2017 - 2:07 PM

City of Davenport

CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

POSITION Accounting Supervisor

TYPE OF LIST: Promotional

CERTIFICATION DATE: July 12, 2017

EXPIRATION DATE: July 11, 2019

JOB CODE: 947 EXAM

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.

LIGIBLE CANDIDATES		RESULT CODE	DATE OF APPOINTMENT
Barbara Gerlach			

INITIAL OF APPOINTING AUTHORITY

Chair _____ Date _____

Commissioner _____

Commissioner _____

Commissioner _____

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

City of Davenport
Civil Service Commission

Department: Human Resources Department
Contact Info: Dawn Sherman

Date
7/12/2017

Subject:
Fire Lieutenant

ATTACHMENTS:

Type	Description
▣ Cover Memo	Fire Lieutenant

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Reagan, Barb	Approved	7/10/2017 - 2:18 PM

City of Davenport

CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

POSITION: Fire Lieutenant
TYPE OF LIST: Promotional
CERTIFICATION DATE: July 12, 2017
EXPIRATION DATE: July 11, 2020

JOB CODE: 3213 EXAM PLAN: 00943

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
Brad Kruse			
Nathan Numkena			
Amy Priest			
Mat Eveleth			
Ryan Johnson			
Bruce Eberhart			
Robert Kramer			
Brent Arp			
Jeffrey Pilgrim			

Chair _____ Date _____

Commissioner _____

Commissioner _____

Commissioner _____

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

INITIAL OF
APPOINTING
AUTHORITY

City of Davenport
Civil Service Commission

Department: Human Resources
Contact Info: Dawn Sherman

Date
7/12/2017

Subject:
Housing Specialist

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Reagan, Barb	Approved	7/10/2017 - 5:10 PM

City of Davenport
Civil Service Commission

Department: Human Resources Department
Contact Info: Dawn Sherman

Date
7/12/2017

Subject:
Revenue Coordinator

ATTACHMENTS:

Type	Description
▯ Cover Memo	Revenue Coordinator

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Reagan, Barb	Approved	7/11/2017 - 9:03 AM

City of Davenport

CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

POSITION Revenue Coordinator
TYPE OF LIST: Promotional
CERTIFICATION DATE: July 12, 2017
EXPIRATION DATE: July 11, 2019

JOB CODE: 949 EXAM
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.

LIGIBLE CANDIDATES		RESULT CODE	DATE OF APPOINTMENT
Sherry Eastman			
Scharlet Clement			

Chair _____ Date _____

Commissioner _____

Commissioner _____

Commissioner _____

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

INITIAL OF APPOINTING AUTHORITY