

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION MEETING

Wednesday, July 12, 2017, 9:00 a.m.

MINUTES

Commissioners Present: DeShonda Davis-Locke, John Bribriesco and Cassandra Erwin

- I. The meeting was called to order by Vice Chair Davis-Locke at 9:02 a.m.
- II. The agenda for today's meeting was approved.
- III. The minutes for June 14, 2017 meeting were approved.
- IV. New Position - Network Administrator: Stacy Ihrig stated the job duties of Network Administrator were being performed by employee Brett Burda and per State Code 400.7 Preference by service he will retain this position. The commission requested this item be revisited and put on agenda for next month. There are several questions they would like answered; What is his current position? Is this a promotion? Who appointed him? How long has he performed these duties?
- V. Preference Letter: Due to reorganization, the Code Compliance Supervisor position is being eliminated. The employee was notified of his bumping rights and he chose to take his previous position.
- VI. Firefighter/Engineer Process: Employment Manager Ihrig asked the commission to make a decision whether a candidate passed or failed the practical exam. The candidate was challenging the results that he was not aware he had to complete all parts of the course in 29 minutes and that his score be used. There was discussion of the process and the candidate's viewpoint. The commission stated the process was legitimate and so are the results and the process should be reviewed and modified for the future. Commissioner Bribriesco made a motion to accept the process in place now and not make any changes. Vice Chair Davis-Locke seconded, all were in favor, motioned passed.
- VII. Training: Training will be discussed at the August meeting.
- VIII. Certification Lists:
 - a. Accounting Supervisor: This was an in-house promotional opportunity. 2 candidates applied 1 did not meet minimum qualifications, 1 was placed on the civil service list.
 - b. Civilian Crime Scene Technician: This was an entry level recruitment with 257 candidates applying 35 did not meet minimum qualifications, 77 tested, and 22 passed a very difficult test. 15 candidates were placed on the Civil Service list.
 - c. Community Service Specialist: There are 2 open positions in the Police Traffic Unit. This was an entry level recruitment with 223 applying, everyone met minimum requirements. 135 tested 98 passed, the top 15 were put on the Civil Service list. There was a 4 way tie on the bottom score so there are 18 on the list.

- d. Fire Lieutenant: This was an in-house promotional opportunity. 20 applied, 18 tested, 6 failed the written test. 12 took the assessment center, 9 passed and were put on the Civil Service list.
 - e. Housing Specialist: This was an in-house promotional opportunity. 5 candidates applied and tested, 3 passed and were placed on the Civil Service list.
 - f. Revenue Coordinator: This was an in-house promotional opportunity. 4 candidates applied, 1 did not meet minimum qualifications. 3 tested and 2 were placed on the Civil Service list.
- IX. Commissioner Bribriesco made a motion to add Firefighter/Engineer to the Agenda, all were in favor and the motioned passed. There was a 5 minute recess.
- X. Certification List: Firefighter/Engineer: 24 candidates applied, 23 took the written test, 8 passed and took the practical. 7 passed and were placed on the Civil Service list.
- XI. Next meeting: August 9, 2017, at 9:00 am.
- XII. Meeting adjourned at 9:59 AM.