

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, JUNE 10, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Patt Zamora, Michael Schertz, Karen Guest, Jerald Thomas, and Toby Paone

Ex-Officio Member Present: Latrice Lacey

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Talent Acquisition & Project Manager), Kari Thoren (Administrative Assistant)

- I. The meeting was called to order by Chair Zamora at 9:01
- II. Agenda: Commissioner Guest 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 May 13, 2020 meeting, it was seconded by Commissioner Guest. All were in favor.
- IV. New Business:
 - a. Approve Qualifications for Administrative Support Specialist Position
 - i. Manager Jones brought forward the new position of Administrative Support Specialist. After discussion the Commission recommended editing the qualification stating "Bachelor's degree in business, business administration, or a closely related field; or three years of office clerical work" to read "Bachelor's degree; or three years of office clerical work"
 - ii. Commissioner Guest moved to accept qualifications for Administrative Support Specialist with the edit, it was seconded by Commissioner Paone. All were in favor.
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Thomas moved to approve the lists, it was seconded by Commissioner Guest. All were in favor.
 - a. Laborer
 - b. Plant Operator
 - c. Sewer Maintenance Worker
 - d. Systems & Security Engineer
 - e. Horticulture Supervisor
- VII. Adjournment: Commissioner Paone moved to adjourn the meeting, it was seconded by Commissioner Schertz. All were in favor.