

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION MEETING

Wednesday, May 10, 2017, 9:00 a.m.

MINUTES

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

- I. The meeting was called to order by Vice Chair Davis-Locke at 9:00 a.m.
- II. The minutes for April 12, 2017 meeting were approved.
- III. Commissioner Training: Discussion by the Commission was positive in that they all believe training would be beneficial to them specifically learning more about the processes and their jurisdiction in processes and procedures. They are all looking forward to setting up a time for this training.
- IV. Certification Lists:
 - a. Sr. Mechanic: This was a promotional level recruitment with three candidates making the list.
 - b. Construction Inspector: This was an entry level recruitment with three candidates making the list. 25 applied and 10 were tested along with backgrounds.
 - c. Project Technician: This is an entry level recruitment with 17 candidates applying. Four candidates passed all testing procedures and were placed on the list.
 - d. Design & Construction Coordinator: Twenty-two candidates applied and were sent a questionnaire for insight into their knowledge of the position. The questionnaire was mandatory so if you did not send it back, you were disqualified from going further in the process. Those that sent back the questionnaire were interviewed along with background screening. Thirteen people made the final list for certification.
- V. Election of Chairperson and Vice Chairperson
This was not discussed as we are still waiting for a new Commissioner to come on board.
Moved to June Meeting.
- VI. Meeting adjourned at 9:30 a.m.