

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

Tuesday, February 19th, 2019

MINUTES

Commissioners Present: Ralph Kelly, Cassandra Erwin, Pat Zamora and Paul Bollinger.

Ex-Officio Member Present: Civil Rights Director Lacey

Staff Present: Mallory Merritt (HR Director) , Christina Mondanaro-Murphy (Assistant HR Director), Kari Thoren (HR Administrative Assistant), Scott VanDeWoestyne (Equity and Inclusion Administrator)

- I. The meeting was called to order by Chair Kelly at 8:00 a.m.
- II. Agenda: Commissioner Zamora moved to approve the agenda, it was seconded by Commissioner Bollinger. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the January 9th, 2019 meeting, it was seconded by Commissioner Bollinger. All in favor.
- IV. New Business:
 - A. Mallory Merritt, Director of Human Resources, brought forward the Police Lieutenant Exam Process for approval per Rule 2.2. Staff recommends three testing components. Director Merritt outlined proposed components as a standard written examination worth 45%, a practical assessment of 45%, an interview worth 10%. Chair Kelly requested a motion to move the vote. Commissioner Bollinger moved, it was seconded by Commissioner Zamora. All in favor.
- V. Old Business:
 - A. Police Chief Sikorski gave an overview of the Police Office Recruitment Process (2019) including the current minimum qualifications, recruitment, and hiring process. Minimum qualifcators were stated as follows; 21 years of age, Scott county resident within first 2 years of employment, high school diploma or GED along with 30 college credit hours which can be substituted with 1 year of active military service or as a sworn police officer. Chief Sikorski stated that it is the recommendation of police department to retain the minimum age of 21 for this position as it is very complex requiring independent and advanced decision making and critical thinking skills on a daily basis. Director Merritt explained the proposed process overview of opening the position for applicants mid-march remaining open for roughly 1 month, physical ability test with 3 dates, written exam also offered at variety of dates and times, background checks, polygraphs, roundtables discussions, interviews, concluding with the presentation of a list for approval late summer/early fall. Recruitment tools will include social media, local media outlets, applicant workshops, and sending letters and notices to educational institution within the region.

VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists and all were approved:

- a. Firefighter/Engineer
- b. Fire Lieutenant
- c. Fire Captain
- d. Code Enforcement Officer I
- e. Sr. Clerk
- f. Public Service Cashier
- g. Sr. Signal Technician
- h. Plant Operator I
- i. Vehicle Refinisher
- j. Packer/Driver/Loader
- k. Sewer Equipment Operator

VII. Adjournment: Meeting adjourned at 8:41 am.