

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, FEBRUARY 12, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET | DAVENPORT, IOWA | 52801

- I. Call to Order
- II. Approval of today's Agenda
- III. Approval of Minutes
 - A. [January 14, 2020 Meeting](#)
- IV. New Business
 - A. [Police Officer Recruitment Process \(Spring 2020\)](#)
- V. Old Business
- VI. Certification Lists
 - A. [Sewer Equipment Operator](#)
 - B. [Operations Project Manager](#)
 - C. [Urban Conservationist](#)
- VII. Adjournment
- VIII. Next Meeting Date:
 - A. [March 11, 2020 at 9:00 AM](#)

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

TUESDAY, JANUARY 14, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Ralph Kelly, Patt Zamora, and Michael Schertz

Ex-Officio Member Present: Latrice Lacey

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

- I. The meeting was called to order by Chair Kelly at 9:31 am.
- II. Agenda: Commissioner Zamora moved to approve the agenda, it was seconded by Commissioner Schertz. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the November 13, 2019 meeting, it was seconded by Commissioner Schertz. All were in favor.
- IV. New Business:
 - a. Qualifications: Natural Resources Heavy Equipment Operator, Manager Jones proposed updates to the current Heavy Equipment Operator qualifications to tailor the position for use within the Natural Resources Division. Commissioner Schertz moved to approve the job description, it was seconded by Commissioner Zamora. All were in favor.
 - b. Qualifications: Natural Resources Equipment Operator, Manager Jones proposed updates to the current Equipment Operator qualifications to tailor the position for use within the Natural Resources Division. Commissioner Schertz moved to approve the job description, it was seconded by Commissioner Zamora. All were in favor.
 - c. Examination Process: Firefighter/Engineer, Manager Jones presented the proposed certification process and procedures for the 2020 Firefighter/Engineer promotional process to the commission for approval. Commissioner Zamora moved to approve the process, it was seconded by Commissioner Schertz. All were in favor.
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Zamora moved to approve the lists, it was seconded by Commissioner Schertz. All were in favor.
 - a. Transit Operator
 - b. Horticulture Technician
 - c. Fleet Shift Supervisor
 - d. Police Corporal
- VII. Adjournment: Meeting adjourned at 9:49 am



DAVENPORT

HUMAN RESOURCES

DATE: February 12, 2020

TO: Davenport Civil Service Commission

CC: Mallory L. Merritt, Human Resources Director & Commission Clerk

RE: 2020 Police Officer hiring process

For the 2020 Police Officer hiring process, the Human Resources Department and Police Department hereby submit the following certification process and procedures for approval:

- Applications will be accepted for a period of five weeks beginning March 1.
- City will administer the state mandated physical ability test on three dates. This test includes four basic components including a sit-and-reach, one-minute sit-ups, one-minute push-ups, and a 1.5 mile run. Each component must be passed based on the age/gender matrix outlined by the state.
- City will administer a state mandated written exam (POST) on three dates. This test includes arithmetic, reading comprehension, grammar, and incident report writing. The candidate must pass each section with a score of at least 70%. Study guides are available to applicants.
- Backgrounds and polygraphs will be conducted based on information submitted by the candidates in a personal history questionnaire.
- All finalists will be interviewed.

Retaining a qualified and diverse talent pool for this position remains a key focus area for both the Police Department and Human Resources. Collaboratively, informational workshops will be held in the community, and several other recruitment tools will be employed such as the use of social media, local media outlets, and outreach to educational institutions.

Scott J. VanDeWoestyne
Talent & Inclusion Administrator
(563) 326-6188 (Direct)
scott.vandewoestyne@davenportiowa.com

POLICE OFFICER APPLICANT WORKSHOPS

Tuesday, March 3rd, 2020 7:00 P.M.
North YMCA

624 W. 53rd Street | Davenport, IA 52803

Tuesday, March 24th, 2020 6:00 P.M.
Fairmount Library

3000 N. Fairmount Street | Davenport, IA 52804

Saturday, March 14th, 2020 1:00 P.M.
Eastern Library

6000 Eastern Avenue | Davenport, IA 52807

Thursday, April 2nd, 2020 6:00 P.M.
Davenport Police Department

416 Harrison Street | Davenport, IA 52801

DUTIES: Enforces all ordinances and laws of the City of Davenport, State of Iowa, and the United States of America. Protects life and property, and maintains order. Interacts with a diverse population. Often deals with emotionally distressed individuals. Utilizes problem solving skills, creativity and innovative approaches to identify and resolve community problems/concerns. Drives emergency vehicles, pursues suspects, investigates incidents, and interviews victims and suspects. Writes reports and testifies in court. Performs other related duties as required.

SALARY: \$58,901 per year, plus excellent benefits.

For more information about becoming a Police Officer, visit: www.davenportiowa.com/policecareers.

QUALIFICATIONS: Must be at least 21 years of age at the time of appointment. Must have a high school diploma or GED AND at least 30 college credits from an accredited college or university. Education substitutes are 1 year of active military duty or 1 year being a sworn officer. Must be a United States Citizen at the time of the written examination. Must have uncorrected vision of not less than 20-100 in each eye, corrected to 20-20 in each eye, normal color vision and normal hearing. Requires the ability to speak clearly and communicate with others in a courteous and fair manner, as well as the ability to enforce laws and ordinances with firmness and tact. Appointees will be required to develop a facility in operating firearms. Applicant must be able to pass an extensive background check including polygraph test. Bilingual applicants desired.

MUST BE OR BECOME AN IOWA RESIDENT WITHIN SCOTT OR EASTERN MUSCATINE COUNTIES PRIOR TO IOWA LAW ENFORCEMENT ACADEMY GRADUATION.

**INTERESTED IN BECOMING A POLICE OFFICER?
COME LISTEN AND LEARN!**



DAVENPORT POLICE DEPARTMENT

Accepting Applications for Police Officer Sunday March 1st, 2020 until 11:59PM Sunday April 5th, 2020



THE CITY OF
DAVENPORT
IOWA | USA

CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

February 12, 2020

SEWER EQUIPMENT OPERATOR



- » Promotional position in the Sewers Division of Public Works
- » Written Exam: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$41,131-51,143 | Teamsters Union

SEWER EQUIPMENT OPERATOR

Minimum Qualifications

- » One year of successful experience driving trucks, tractors, or other service vehicles, sewer and pipe cleaning certification; or an equivalent combination of training and experience. One year of experience in sewer construction and repair including heavy underground construction work; or an equivalent combination of training and experience.
- » Must possess and maintain a valid Iowa Commercial Driver's License (CDL with air brake and tank endorsement) throughout employment.
- » Must possess, or be able to obtain, an ATSSA certification for Traffic Control Technician within one year of hire date.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout employment (per Iowa Code 400.17).
- » Must pass a physical examination as prescribed by the City and a criminal background check.

SEWER EQUIPMENT OPERATOR

Process Statistics



- » 8 Applicants
- » 7 Candidates were qualified and invited to the written exam
- » 4 Candidates passed the written exam and were invited to interview
- » 4 Candidates passed the interview
- » 4 On certification list

OPERATIONS PROJECT MANAGER



- » Promotional position in the Sewers & Streets Divisions of Public Works
- » Written Exam: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$72,376-94,955 | Non-Bargaining Position

OPERATIONS PROJECT MANAGER

Minimum Qualifications



- » Graduation from a four-year accredited college or university program with a degree in Engineering, Project Management, or closely related technical field.
- » Must have a minimum of five years of increasingly responsible experience in the field of engineering, construction, public works or programs; project management experience is required.
- » Must possess a valid Iowa Driver's License which must be maintained throughout employment.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout employment (per Iowa Code 400.17).
- » Must pass a criminal background check.

OPERATIONS PROJECT MANAGER

Process Statistics

- » 8 Applicants
- » 8 Candidates were qualified and invited to the written exam
- » 7 Candidates passed the written exam and were invited to interview
- » 6 Candidates passed the interview
- » 6 On certification list

URBAN CONSERVATIONIST

- » **Entry level position in the Natural Resources Division of Public Works**
- » **Written Exam: 30%**
- » **Interview: 70%**
- » **All qualifying candidates were sent a background investigation**
- » **List ready for certification**
- » **Salary range: \$56,954-74,737 | AFSCME Union**

URBAN CONSERVATIONIST

Minimum Qualifications

- » A degree from a four-year accredited college in Biology, Earth Sciences, Geography, Civil Engineering, or other related field.
- » Combination of equivalent work experience and education is acceptable.
- » Must be able to obtain CPESC, CPSWQ, CESSWI, or other related certification.
- » Must possess, or be able to obtain, an Iowa Certified Rainscapter Certification.
- » Must possess, or be able to obtain, an Iowa Pesticide Applicator Certification.
- » Must pass a criminal background check.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout employment (per Iowa Code 400.17).

URBAN CONSERVATIONIST

Process Statistics

- » 37 Applicants; 31 met the minimum qualifications and were invited to the written exam
- » 18 Applicants completed the written exam
- » 2 Candidates passed the written exam
- » 1 Candidate passed the interview (1 candidate withdrew from the process)
- » 1 Candidate passed the background check
- » 1 on certification list

THANK YOU



Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 02/08/2020 10:19:36

Exam #:					1232			
Exam Plan:	Sewer Equipment Operator							
Class Title:	SEWER EQUIPMENT OPERATOR							
Recruiter:	Jones, Courtney							
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group	
1	Application Received	31857030	Fail	Does Not Meet Minimum Qualifications	m	w	22-25	
2	Written Exam							
		8002762	Fail	Scored Below 70%	m	w	40-55	
		31537724	Fail	Scored Below 70%	m	w	40-55	
		24874777	Fail	Did not show for test	m	w	26-39	
3	Interview							
	Eligible	22684555	Active		m	w	22-25	
		3875159	Active		m	w	26-39	
		26250398	Active		m	w	26-39	
		17942037	Active		m	w	40-55	

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 02/11/2020 08:21:40

Exam #:	1227								
Exam Plan:	Operations Project Manager-Internal								
Class Title:	Operations Project Manager								
Recruiter:	Jones, Courtney								
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group		
1	Application Received								
2	Internal Candidates								
3	Written Exam	42900126	Fail	Did not show for test	m	w	40-55		
4	Interview	30295396	Fail	Scored below 70%	m	w	40-55		
	Eligible	5176040	Active		m	w	56-70		
		12696970	Active		m	w	26-39		
		16908012	Active		m	w	40-55		
		24387508	Active		m	w	40-55		
		28663305	Active		m	b	26-39		
		1043927	Active		m	w	36-39		

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 02/07/2020 16:01:04

Exam #:					1226				
Exam Plan:	Urban Conservationist								
Class Title:	Urban Conservationist								
Recruiter:	Jones, Courtney								
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group		
1	Application Received	42734773	Fail	Does Not Meet Minimum Qualifications	f	w	18-21		
		42763024	Fail	Does Not Meet Minimum Qualifications	f	w	18-21		
		28592128	Fail	Does Not Meet Minimum Qualifications	f	w	26-39		
		37743989	Fail	Does Not Meet Minimum Qualifications	m	b			
		42776404	Fail	Does Not Meet Minimum Qualifications	m	w	22-25		
		42095108	Fail	Does Not Meet Minimum Qualifications	m	w	22-25		
2	Written Exam								
		42220479	Fail	Scored Below 70%	f	w	26-39		
		34971972	Fail	Scored Below 70%	f	w	18-21		
		5946585	Fail	Scored Below 70%	m	w	26-39		
		42848951	Fail	Scored Below 70%	m	w	40-55		
		39112199	Fail	Scored Below 70%	m	w	22-25		
		42765120	Fail	Scored Below 70%	m	w	22-25		
		21162484	Fail	Scored Below 70%	f	w	26-39		
		34995137	Fail	Scored Below 70%	m	w	18-21		
		34990810	Fail	Scored Below 70%	m	w	26-39		
		2268003	Fail	Scored Below 70%	m	w	40-55		

		39067482	Fail	Scored Below 70%	f	w	22-25
		35721030	Fail	Scored Below 70%	m	w	26-39
		15651534	Fail	Scored Below 70%	m	w	26-39
		23164224	Fail	Scored Below 70%	m	w	26-39
		21013682	Fail	Scored Below 70%	m	w	26-39
		42811050	Fail	Scored Below 70%	f	w	22-25
		39492637	Fail	Did not show for test	f	w	22-25
		26980711	Fail	Did not show for test	m	w	22-25
		41686115	Fail	Did not show for test	m	w	22-25
		42732662	Fail	Did not show for test	m	w	22-25
		35559511	Fail	Did not show for test	m	w	22-25
		35776033	Fail	Did not show for test	m	w	22-25
		27181195	Fail	Did not show for test	m	w	26-39
		39504942	Fail	Did not show for test	m	w	26-39
		30458927	Fail	Did not show for test	m	w	26-39
		14172170	Fail	Did not show for test	m	w	26-39
		26960330	Fail	Did not show for test	m	w	26-39
		3169618	Fail	Did not show for test	m	w	40-55
		819569	Fail	Did not show for test	m	w	40-55
3	Interview						
		39183354	Fail	took another position	f	w	26-39
	Eligible	31740607	Active		f	w	26-39

Please return this form to the Human Resources Department. Thank you.

PAGE 1 OF 1

CIVIL SERVICE COMMISSION—CERTIFICATION ROSTER

JOB CODE: 1242 EXAM PLAN: 1227

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.

Chair Ralph Kelly Date Feb 12, 2020

Commissioner [Signature]

Commissioner Patt Zamora

Commissioner [Signature]

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
6. Not contacted
7. Unable to contact at given location

- 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

PREFERENCE CODE:
P—Eligible for preference
See Iowa Code 400.28

Please return this form to the Human Resources Department. Thank you.

PREFERENCE CODE:
P—Eligible for preference
 See Iowa Code 400.28



DAVENPORT

HUMAN RESOURCES

February 12, 2020

Honorable Mayor and City Council
City Hall
226 West Fourth Street
Davenport, Iowa | 52801

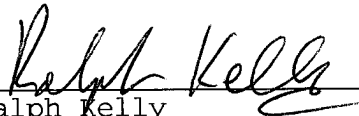
Honorable Mayor and City Council:

At its regular meeting on February 12, 2020, the City of Davenport's Civil Service Commission reviewed three civil service lists for consideration. The lists are as follows:

1. Sewer Equipment Operator
2. Operations Project Manager
3. Urban Conservationist

On an affirmative vote, the Civil Service Commission accepts and certifies the above mentioned lists and hereby notifies and forwards them to the Davenport Mayor and City Council as an elected body.

Respectfully submitted,



Ralph Kelly
Chair
February 12, 2020