

City of Davenport

Civil Service Commission

Wednesday, February 9, 2022; 9:00 am

City Hall | 226 West Fourth Street | Council Chambers

Minutes

Commissioners Present: Michael Schertz, Jerald Thomas, Toby Paone, Karen Guest, and Patricia Zamora
Ex-Officio Member Present:

Staff Present: Alison Fleming (Director of Human Resources), Gina Lechvar (Management Analyst I), Scott VanDeWoestyne (Talent & Inclusion Administrator), Andrea Maas (HR Assistant), and Christina Mondanaro-Murphy (Assistant HR Director).

- I. The meeting was called to order by Chair Schertz at 9:00 AM.
- II. Agenda: Commissioner Thomas moved to approve the agenda; it was seconded by Commissioner Guest. All were in favor.
- III. Minutes:
 - a. Commissioner Zamora moved to approve the minutes for the regular meeting occurring on January 12, 2022; it was seconded by Commissioner Guest. All were in favor.
 - b. Commissioner Paone moved to approve the minutes for the James Alcala appeal hearing occurring on both January 18, 2022 and February 3, 2022; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business:
 - a. Updates to Minimum Qualifications: A discussion was held amongst the Commission regarding the below updates. Commissioner Thomas moved to approve all updates; it was seconded by Commissioner Paone. All were in favor.
 - i. Facilities Programmer
Management Analyst I Lechvar proposed the addition of an Iowa pesticide applicators certification (obtained within six months of hire), valid Driver's License, physical examination, and background check requirement to the Facilities Programmer job description. Lechvar additionally proposed updates to the education requirement for this position.

ii. Fleet Inventory Supervisor

Management Analyst I Lechvar proposed updates to the experience requirement of the Fleet Inventory Supervisor job description. Lechvar additionally proposed the expansion of the required Driver's License to include any state (no longer restricted to Iowa).

iii. Mechanic

Management Analyst I Lechvar proposed clean-up items to clarify that candidates must pass a background check, that a valid Driver's License is required upon application, and that a Class B Commercial Driver's License with air brake endorsement must be obtained within 90 days of hire.

iv. Urban Conservationist

Management Analyst I Lechvar proposed updates to the certification requirements of the Urban Conservationist job description, as well clean-up items to clarify that candidates must pass a background check. Lechvar additionally proposed the expansion of the required Driver's License to include any state (no longer restricted to Iowa).

V. Old Business:

a. Civil Service Rules and Regulations | Proposed Update Section 2

Director Fleming requested approval to update Civil Service Commission Rule 2.2 as presented previously to the Commission. This update adds Paragraph 2C, outlining the testing process for entry level Police Officer and Firefighter in order to codify the existing process in the Rules. Commissioner Guest moved to approve the proposed rule change; it was seconded by Commissioner Paone. All were in favor.

VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Guest moved to approve all lists; it was seconded by Commissioner Paone. All were in favor.

- a. Senior Maintenance Specialist
- b. Police Corporal
- c. Police Sergeant

VII. Adjournment: Commissioner Zamora moved to adjourn the meeting; it was seconded by Commissioner Guest. All were in favor. Meeting was adjourned at 9:42 AM.

Respectfully submitted,


Alison Fleming, Clerk of the Commission