

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