

City of Davenport

Civil Service Commission

Wednesday, January 12, 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), 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 with the modification to remove Old Business from the agenda; it was seconded by Commissioner Guest. All were in favor.
- III. Minutes: Commissioner Guest moved to approve the minutes for the December 8, 2021 meeting; it was seconded by Commissioner Zamora. All were in favor.
- IV. New Business:
 - a. Appoint Civil Service Clerk
Commissioner Guest moved to reappoint Alison Fleming, Director of Human Resources, as Civil Service Clerk; it was seconded by Commissioner Thomas. All were in favor.
 - b. Appoint Commission Chair and Vice Chair
Commissioner Guest moved to reappoint Michael Schertz as Chairperson and Jerald Thomas as Vice Chairperson; it was seconded by Commissioner Guest. All were in favor.
 - c. Design & Construction Coordinator | Update to Minimum Qualifications
Management Analyst I Lechvar proposed the addition of a background check requirement to the Design & Construction Coordinator job description. Lechvar additionally proposed the expansion of the required Driver's License to include any state (no longer restricted to Iowa). Commissioner Zamora moved to approve the changes; it was seconded by Commissioner Guest. All were in favor.
 - d. Transit Operator | Update to Minimum Qualifications
Management Analyst I Lechvar proposed the addition of a background check requirement to the Transit Operator job description as well as removal of the

requirement that applicant motor vehicle records must be free of moving violations/convictions for three years (thus following the same driving standards as other positions that require a CDL). Additionally, Lechvar proposed the inclusion of the requirement that all CDL personnel are subject to the Federal Transit Authority's Random Drug & Alcohol Program. Finally, Lechvar proposed the addition of class B to Commercial Driver's license with air brake and passenger endorsements. Commissioner Zamora moved to approve the changes; it was seconded by Commissioner Thomas. All were in favor.

V. Old Business:

- a. Civil Service Rules and Regulations | Proposed Update Section 2
Removed from agenda until all Commissioners are present to vote.

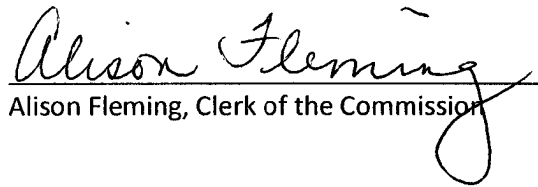
VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Guest moved to approve all lists; it was seconded by Commissioner Paone. All were in favor.

- a. Construction Inspector
- b. Pretreatment Inspector
- c. Street Heavy Maintenance Worker

VII. Adjournment: Commissioner Zamora moved to adjourn the meeting; it was seconded by Commissioner Guest. All were in favor. Meeting was adjourned at 9:28 AM.

*9:04 AM arrival

Respectfully submitted,


Alison Fleming, Clerk of the Commission