

City of Davenport
Civil Service Commission
Wednesday, January 10, 2024; 9:00 AM
City Hall | 226 West Fourth Street | Council Chambers
Minutes

Commissioners Present: Michael Schertz, Jerry Thomas, Toby Paone*, and Patricia Zamora

Ex-Officio Member Present:

*Arrived at 9:07 AM

Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Management Analyst II; Scott VanDeWoestyne, Talent & Equity Administrator; Andrea Maas, Human Resources Specialist; Allison Zurcher, Benefits & Wellness Manager; Jana Jackson, Human Resources Assistant

- 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 Zamora. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the December 13, 2023 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business:
 - a. Appoint Civil Service Clerk
Commissioner Thomas moved to reappoint Alison Fleming, Director of Human Resources, as Civil Service Clerk; it was seconded by Commissioner Zamora. All were in favor.
 - b. Appoint Commission Chair and Vice Chair
Commissioner Zamora moved to reappoint Michael Schertz as Chairperson and Jerald Thomas as Vice Chairperson; it was seconded by Commissioner Thomas. All were in favor.
 - c. Commissioner Zamora moved to approve the below new business; it was seconded by Commissioner Thomas. All were in favor.
 - i. Firefighter Engineer | Establish Recruitment Process
Analyst Lechvar presented a recruitment process that would include a Written Examination (45%), Practical Assessment (45%), and Interview (10%).

ii. Custodian | Update to Minimum Qualifications

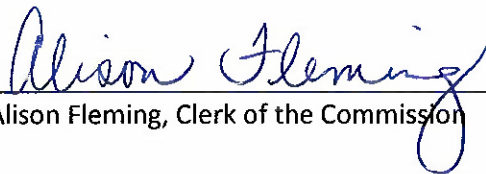
Analyst Lechvar proposed revising the physical examination requirements.

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

- a. Civilian Gun Crime Data Analyst
- b. Electrical Inspector
- c. Laborer
- d. Mechanic
- e. Transit Safety and Training Coordinator

VI. Adjournment: Commissioner Zamora moved to adjourn the meeting; it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 9:24 AM.

Respectfully submitted,


Alison Fleming, Clerk of the Commission