

City of Davenport
Civil Service Commission
Wednesday, August 21, 2024; 10:00 AM
City Hall | 226 West Fourth Street | Council Chambers
Minutes

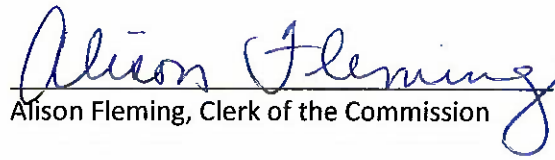
Commissioners Present: Michael Schertz, Jerry Thomas, and Patricia Zamora
Ex-Officio Member Present:

Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Management Analyst II; Andrea Maas, Human Resources Specialist; Sarah Bradley, Human Resources Manager; Jana Jackson, Human Resources Assistant

- I. The meeting was called to order by Chair Schertz at 10:00 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 July 10, 2024 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business: Commissioner Thomas moved to approve all new business with an update to the verbiage of the Plans Examiner Minimum Qualifications from "GED equivalent" to "equivalent GED"; it was seconded by Commissioner Zamora. All were in favor.
 - a. Administrative Support Specialist | Update to Minimum Qualifications
Analyst Lechvar proposed revising the education, experience, and driver's license requirements.
 - b. Plans Examiner | Update to Minimum Qualifications
Analyst Lechvar proposed revising the driver's license and certification requirements.
- V. 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 Thomas. All were in favor.
 - a. Assistant Buyer
 - b. Sewer Heavy Equipment Operator
 - c. Street Heavy Maintenance Worker

VI. Adjournment: Commissioner Zamora moved to adjourn the meeting; it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 10:15 AM.

Respectfully submitted,


Alison Fleming, Clerk of the Commission