

City of Davenport
Civil Service Commission
Wednesday, November 13, 2024; 9:00 AM
City Hall | 226 West Fourth Street | Council Chambers
Minutes

Commissioners Present: Michael Schertz, Jerry Thomas, and Rachel Pitchford
Ex-Officio Member Present:

Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Recruitment Coordinator; Scott VanDeWoestyne, Talent & Equity Administrator; 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 9:00 AM.
- II. Agenda: Commissioner Thomas moved to approve the agenda; it was seconded by Commissioner Pitchford. All were in favor.
- III. Minutes: Commissioner Pitchford moved to approve the minutes for the October 9, 2024 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business: Commissioner Pitchford moved to approve all new business; it was seconded by Commissioner Thomas. All were in favor.
 - a. Housing Coordinator | Update to Minimum Qualifications
Analyst Lechvar proposed revising the driver's license requirements along with language clean-up.
 - b. Systems and Security Engineer II | Establish Minimum Qualifications
Analyst Lechvar requested approval to establish minimum qualifications for a new position within the Information Technologies Department.
- V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Pitchford moved to approve the lists; it was seconded by Commissioner Thomas. All were in favor.
 - a. Mechanic
 - b. Payroll Analyst
 - c. Performing Arts Supervisor
 - d. Street Heavy Maintenance Worker
 - e. Urban Conservationist

- f. Firefighter
- g. Assistant Fire Chief - Operations

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

Respectfully submitted,



Alison Fleming, Clerk of the Commission