

City of Davenport
Civil Service Commission
Wednesday, December 10, 2025; 9:00 AM
City Hall | 226 West Fourth Street | Council Chambers
Minutes

Commissioners Present: Michael Schertz (via phone), Jerald Thomas, and Cynthia Lee

Staff Present: Allison Zurcher, Benefits & Occupational Health Manager; Scott VanDeWoestyne, Talent Acquisition Administrator; Gina Lechvar, Recruitment Coordinator; Sarah Bradley, Human Resources Manager

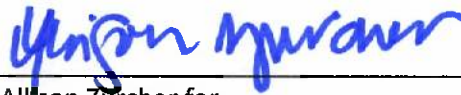
- I. The meeting was called to order by Chair Schertz at 9:00 AM.
- II. Agenda: Commissioner Thomas moved to approve the agenda; it was seconded by Commissioner Lee. All were in favor.
- III. Minutes: Commissioner Lee moved to approve the minutes for the November 12, 2025 meeting; it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business: Commissioner Thomas moved to approve all new business; it was seconded by Commissioner Lee. All were in favor.
 - a. Civil Service Commission Meeting Schedule | 2026
Manager Zurcher requested the Commission reschedule the November 2026 Civil Service Commission meeting due to the Veteran's Day holiday. The Commission agreed to move the meeting to Tuesday, November 10, 2026.
 - b. City Property and Lease Manager | Establish Minimum Qualifications
Coordinator Lechvar requested to establish minimum qualifications for a new position within the Finance Department.
 - c. Enterprise Process Analyst | Establish Minimum Qualifications
Coordinator Lechvar requested to establish minimum qualifications for a new position within the Information Technology Department.
 - d. Utility Billing Specialist | Establish Minimum Qualifications
Coordinator Lechvar requested to establish minimum qualifications for a new position within the Finance Department.

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

- a. Civilian Crime Analysis Unit Supervisor
- b. Civilian Digital Forensics Unit Supervisor
- c. Principal Accounting Clerk
- d. Street Maintenance Worker

VI. Adjournment: Commissioner Thomas moved to adjourn the meeting; it was seconded by Commissioner Lee. All were in favor. Meeting was adjourned at 9:19 AM.

Respectfully submitted,



Allison Zürcher for

Allison Fleming, Clerk of the Commission