

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, JUNE 10, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET | DAVENPORT, IOWA | 52801

- I. Call to Order
- II. Approval of today's Agenda
- III. Approval of Minutes
- IV. New Business
 - A. [Approve Qualifications for Administrative Support Specialist Position](#)
- V. Old Business
- VI. Certification Lists
 - A. [Laborer](#)
 - B. [Plant Operator](#)
 - C. [Sewer Maintenance Worker](#)
 - D. [Systems & Security Engineer](#)
 - E. [Horticulture Supervisor](#)
- VII. Adjournment
- VIII. Next Meeting Date:
 - A. [Next Meeting | July 8, 2020](#)

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, MAY 13, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Patt Zamora, Michael Schertz, Karen Guest, Jerald Thomas, and Toby Paone

Ex-Officio Member Present: Latrice Lacey

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Talent Acquisition & Project Manager), Scott VanDeWoestyne (Talent & Inculcation Administrator)

- I. The meeting was called to order by Vice Chair Zamora at 9:01
- II. Agenda: Commissioner Schertz moved to approve the agenda, it was seconded by Commissioner Thomas. All were in favor.
- III. Minutes: Commissioner Thomas moved to approve the minutes for the March 11, 2020 meeting, it was seconded by Commissioner Schertz. All were in favor.
- IV. New Business:
 - a. Introduction of New Commissioners & Staff
 - i. New Commissioners Jerald Thomas and Toby Paone were introduced to the Commission and staff
 - b. Chair and Vice Chair Appointments
 - i. Commissioner Thomas nominated Commissioner Zamora for Chair, it was seconded by Commissioner Paone. All were in favor.
 - ii. Chair Zamora nominated Commissioner Schertz as Vice Chair, it was seconded by Commissioner Paone. All were in favor.
 - c. Clerk Appointment
 - i. Commissioner Schertz nominated HR Director Merritt for Civil Service Clerk, it was seconded by Commissioner Paone. All were in favor.
 - d. 2Q Personnel & Hiring Update
 - i. Director Merritt gave an update on the City's hiring strategies during COVID-19. We are continuing to hire; processes for essential positions continue to move forward, a heightened level review is being applied to other positions to ensure they need to be filled at this time. Modifications to recruitment and testing processes are being used to ensure safety.
 - e. 2020 Police Officer Recruitment Update
 - i. Administrator VanDeWoestyne provided an overview of the 2020 Police Officer Recruitment that is currently in process. 111 candidates will move forward to the physical ability and written examination testing next week. He anticipates bringing a list for certification to the Commission at the July meeting,

- f. Approve Qualifications for Chemist Position
 - i. Manager Jones proposed updating the qualifications for the Chemist position to allow for experience in any accredited laboratory rather than exclusively a laboratory in a waste water setting. Commissioner Guest moved to approve the update, it was seconded by Commissioner Thomas. All were in favor.
- g. Approve Qualifications for Horticulture Supervisor Position
 - i. Manager Jones brought forward the new position of Horticulture Supervisor. Commissioner Schertz moved to accept qualifications for Horticulture Supervisor, it was seconded by Commissioner Paone. All were in favor.
- h. Approve Qualifications for Systems and Security Engineer Position
 - i. Manager Jones brought forward the new position of Systems and Security Engineer. Commissioner Paone moved to accept qualifications for Systems and Security Engineer position, it was seconded by Commissioner Schertz. All were in favor.

V. Old Business:

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

- a. Street Maintenance Worker
- b. Street Heavy Maintenance Worker
- c. Packer/Driver Loader
- d. Maintenance Specialist
- e. Natural Resources Technician
- f. Chemist
- g. Construction Inspector
- h. Park Technician
- i. GIS Administrator
- j. Firefighter/Engineer

VII. Adjournment: Meeting adjourned at 9:52 am



Administrative Support Specialist

Grade 19

\$20.5174 - \$26.7165 Hourly

\$42,676 - \$55,570 Annually

Bargaining Unit: AFSCME

DEFINITION:

Under general supervision this position serves as a Customer Experience Team member who analyzes statistical reports, conducts project and grant research, and assists with the preparation and interpretation of information on departmental and City policies and procedures, and performs related work as required.

EXAMPLES OF DUTIES:

Implement administrative systems for program procedures and policies and monitors administrative projects.

Recommends process improvements/alignment for best practices to management staff on current procedures and systems.

Reviews and analyzes expenditures to verify financial consistency.

Under direct supervision, may provide assistance to departmental budget activities.

Provide assistance on a variety of subject and project areas as assigned.

Enters all necessary data into work order management system including customer service requests, tasks, inputting/updating assets and resources; track metrics.

Assist with training new or existing employees within the customer experience division with on-boarding, programs, policies and safety protocol.

Provide grant support service by researching available grant opportunities and writing proposals for funds.

Responsible for preparation of grant application in collaboration with management staff including: performance narrative, performance measures, work plan development and outcomes.

Researches budget and prepares forms required for grant applications: collect data, complete and submit information related to grant as required; all grant-related activities are done within policies, procedures, and compliance.

Track and report progress and results of grant development strategies; continue with post-award grant management process including working closely with the Finance Department.

May perform other related work as required.

QUALIFICATIONS:

Bachelor's degree in business, business administration, or a closely related field; or three years of office clerical work.

Requires considerable typing and computer skills in Microsoft Office Suite programs.

Must pass a criminal background check as prescribed by the City of Davenport.

Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to exercise independent judgment; working independently on complex administrative duties with minimal assistance

Ability to deliver a "can do" attitude; positively contribute to overall customer experience regardless of where primary duties lie

Ability to remain calm in escalated customer interactions

Ability to demonstrate a high level of initiative under pressure and/or deadlines

Ability to establish effective relationships with city staff and customers

Ability to navigate electronic research administration for information gathering purposes

Ability to review documentation for accuracy and completeness

Ability to maintain strict confidentiality

Ability to demonstrate strong organizational skills through attention to detail



THE CITY OF
DAVENPORT
IOWA | USA

CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

June 10, 2020

LABORER

- » **Entry level position in the Streets and Sewers Division of Public Works**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$37,741 – 47,511 | Teamsters Union**

LABORER

Minimum Qualifications

- » **Must be able to possess and maintain throughout duration of employment a valid Iowa Commercial Driver's License Class B with Airbrake Endorsement**
- » **Must pass a background check and physical examination as prescribed by the City**
- » **Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (Iowa Code 400.17)**

LABORER

Process Statistics

- » 64 Applicants
- » 64 Candidates were qualified and invited to participate in the examination
- » 22 Candidates passed the examination with a 70% or above; 8 scored below 70%; 2 accepted other positions within the City and 32 did not show
- » Rule 2.8 states, “The commission hereby determines that no more than 15 individuals shall be placed on a list for original appointment for all positions except police officer and firefighter.”
- » 15 Candidates passed the background check
- » 15 On certification list

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 06/08/2020 08:23:08

Exam #: 1263

Exam Plan: Laborer

Class Title: LABORER

Recruiter: Jones, Courtney

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
2	Written Exam						
		43911587	Pass		m	w	26-39
		41541393	Pass		f	w	40-55
		25891384	Pass		m	h	26-39
		14290650	Pass		m	w	
		41783670	Pass		m	w	18-21
		24812681	Pass		m	w	40-55
		42445551	Pass		m	w	56-70
		5844344	Fail	Scored below 70%	m	na	26-39
		39861598	Fail	Scored below 70%	m	w	26-39
		38974623	Fail	Scored below 70%	m	w	40-55
		31537724	Fail	Scored below 70%	m	w	40-55
		40659194	Fail	Scored below 70%	m	w	40-55
		29321601	Fail	Scored below 70%	m	h	26-39
		39580930	Fail	Scored below 70%	m	h	22-25
		38335085	Fail	Scored below 70%	m	h	22-25
		43959560	Fail	Did not show for test	f	w	26-39
		38869375	Fail	Did not show for test	f	w	26-39
		14717524	Fail	took another position	m	am	26-39
		43162121	Fail	Did not show for test	m	b	22-25
		43662844	Fail	Did not show for test	m	b	22-25
		38132011	Fail	Did not show for test	m	b	26-39
		7291921	Fail	Did not show for test	m	b	40-55
		10822914	Fail	Did not show for test	m	b	40-55
		41458122	Fail	Did not show for test	m	b	40-55
		12584294	Fail	Did not show for test	m	h	22-25
		43956491	Fail	Did not show for test	m	h	26-39
		43814095	Fail	Did not show for test	m	w	
		43929992	Fail	Did not show for test	m	w	18-21
		43938916	Fail	Did not show for test	m	w	18-21
		43850301	Fail	Did not show for test	m	w	22-25
		34305203	Fail	Did not show for test	m	w	22-25
		39406914	Fail	Did not show for test	m	w	22-25
		35160489	Fail	Did not show for test	m	w	22-25
		43993452	Fail	Did not show for test	m	w	22-25
		31857030	Fail	took another position	m	w	22-25
		36010150	Fail	Did not show for test	m	w	26-39
		29198231	Fail	Did not show for test	m	w	26-39
		18960436	Fail	Did not show for test	m	w	26-39

		16923371	Fail	Did not show for test	m	w	26-39
		36159585	Fail	Did not show for test	m	w	26-39
		19231537	Fail	Did not show for test	m	w	26-39
		27892911	Fail	Did not show for test	m	w	26-39
		43914683	Fail	Did not show for test	m	w	40-55
		9903335	Fail	Did not show for test	m	w	40-55
		18066246	Fail	Did not show for test	m	w	40-55
		43059921	Fail	Did not show for test	m	w	40-55
		41647838	Fail	Did not show for test	m	w	40-55
		26944816	Fail	Withdrawn from process	m	w	40-55
		42445551	Fail	Did not show for test	m	w	56-70
	Eligible	42338873	Active		m	h	26-39
		23833647	Active		m	w	26-39
		43920968	Active		m	w	56-70
		22264119	Active		m	w	26-39
		1104538	Active		m	w	26-39
		12227411	Active		m	w	40-55
		43887237	Active		m	w	40-55
		43921775	Active		m	w	22-25
		38835699	Active		m	w	22-25
		40210901	Active		m	w	26-39
		37578773	Active		m	w	22-25
		43969702	Active		m	w	22-25
		33938220	Active		m	am	40-55
		10087594	Active		m	b	26-39
		43987987	Active		m	w	26-39

PLANT OPERATOR

- » **Entry level position in the Operations Division of Water Pollution Control Plant**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$43,678 – 53,885 | Teamsters Union**

PLANT OPERATOR

Minimum Qualifications

- » **Must possess a high school diploma or GED**
- » **Must pass a background check and physical as prescribed by the City**
- » **Must obtain within 6 months of hire and maintain throughout duration of employment a CDL Class B license with air brake endorsement**
- » **Plant Operators will be required to obtain an Iowa Grade I Wastewater Treatment Plant Operator certification within the first year of employment. This certification is in lieu of termination if not acquired within first year of employment**
- » **Plant Operators hired after 7/1/2011 must obtain within 4 years of hire and maintain throughout employment an Iowa Grade II Wastewater Treatment Plant Operator certification. Upon completion of the Grade II certification, Plant Operator will move to the pay grade of a Plant Operator Grade II. This Grade II certification is in lieu of termination if not acquired within four years of employment.**
- » **Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (Iowa Code 400.17)**

PLANT OPERATOR

Process Statistics

- » **30 Applicants**
- » **30 Candidates were qualified and invited to participate in the examination; 16 did not show; 1 scored below 70%**
- » **13 Candidates passed the examination and background check**
- » **13 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 06/08/2020 08:33:34

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
Exam #:					1269		
Exam Plan:	Plant Operator						
Class Title:	PLANT OPERATOR						
Recruiter:	Jones, Courtney						
1	Application Received						
2	Written Exam						
		43862915	Fail	Scored below 70%	m	w	40-55
		38335085	Fail	Did not show for test	m	h	22-25
		30806352	Fail	Did not show for test	m	h	26-39
		31857030	Fail	Did not show for test	m	w	22-25
		39406914	Fail	Did not show for test	m	w	22-25
		39362020	Fail	Did not show for test	m	w	26-39
		36866058	Fail	Did not show for test	m	w	26-39
		24185726	Fail	Did not show for test	m	w	26-39
		43987987	Fail	Did not show for test	m	w	26-39
		35150176	Fail	Did not show for test	m	w	26-39
		43945205	Fail	Did not show for test	m	w	26-39
		21973337	Fail	Did not show for test	m	w	40-55
		43816599	Fail	Did not show for test	m	w	40-55
		41047058	Fail	Did not show for test	m	w	40-55
		43932213	Fail	Did not show for test	m	w	40-55
		23342690	Fail	Did not show for test	m	w	56-70
		42039398	Fail	Did not show for test	m	w	56-70
	Eligible	43153975	Active		m	w	26-39
		43993297	Active		m	w	26-39
		42445551	Active		m	w	56-70
		24812681	Active		m	w	40-55
		25374856	Active		m	w	40-55
		7120624	Active		m	am	26-39
		37452214	Active		m	b	40-55
		12227411	Active		m	w	40-55
		44019210	Active		f	w	40-55
		44024932	Active		m	w	40-55
		7757656	Active		m	w	40-55
		44031208	Active		m	w	26-39
		38802589	Active		m	w	22-25

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SEWER MAINTENANCE WORKER



- » Promotional position in the Sewer Division of Public Works
- » Written examination: 100%
- » List ready for certification
- » Salary range: \$39,683 - 49,600 | Teamsters Union

SEWER MAINTENANCE WORKER

Minimum Qualifications

- » **One year of successful experience as a general laborer; or an equivalent combination of training and experience**
- » **Must possess and maintain throughout duration of employment a valid Commercial Driver's License Class B with airbrake and tanker endorsement**

SEWER MAINTENANCE WORKER

Process Statistics

- » **3 Applicants**
- » **1 Candidates was qualified and invited to participate in the examination**
- » **1 Candidates passed the examination**
- » **1 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 06/08/2020 09:28:11

Exam #:	1275						
Exam Plan:	Sewer Maintenance Worker (PROMOTIONAL)						
Class Title:	SEWER MAINTENANCE WORKER						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received	33830186	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		36953144	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
2	Test						
	Eligible	31537724	Active		m	w	40-55

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SYSTEMS & SECURITY ENGINEER

- » Promotional position in the Information Technology Department
- » Practical Examination: 100%
- » List ready for certification
- » Salary range: \$65,568 - \$86,025 | Non Bargaining

SYSTEMS & SECURITY ENGINEER



Minimum Qualifications

- » Bachelor's degree in the field of Computer Science and five years of relevant work experience; or a combination of relevant education and experience to carry out the duties as presented.
- » Extensive application support experience with Active Directory, VMware, Microsoft Exchange, Adobe, and Microsoft Office.
- » Must Possess and maintain throughout duration of employment a valid Driver's License.

SYSTEMS & SECURITY ENGINEER

Process Statistics

- » **1 Candidate applied and was qualified and invited to participate in the practical**
- » **1 Candidate passed the practical**
- » **1 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 06/08/2020 08:43:27

Exam #:	1274						
Exam Plan:	Systems & Security Engineer (PROMOTIONAL)						
Class Title:	Systems & Security Engineer						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
2	Test						
	Eligible	33400769	Active		m	w	26-39

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HORTICULTURE SUPERVISOR

- » Promotional position in the Horticulture Division of Parks and Recreation
- » Practical Examination: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$55,165 - \$72,376 | Non Bargaining

HORTICULTURE SUPERVISOR

Minimum Qualifications

- » **Bachelor's Degree in Horticulture, Landscape Architecture, or related field; or five years of an equivalent combination of training and experience in horticulture and greenhouse operations**
- » **Obtain and maintain an Iowa Pesticide Applicator's Certification within one year of employment**
- » **Possess a valid Iowa Driver's License which must be maintained throughout employment**

HORTICULTURE SUPERVISOR

Process Statistics

- » **1 Candidate applied and was qualified and invited to participate in the practical**
- » **1 Candidate passed the practical and was invited to interview**
- » **1 Candidate passed the interview**
- » **1 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 06/08/2020 08:37:25

Exam #:	1273						
Exam Plan:	Horticulture Supervisor (PROMOTIONAL)						
Class Title:	Horticulture Supervisor						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
2	Practical Test						
3	Interview						
	Eligible	8019956	Active		m	w	40-55
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THANK YOU

