

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, JULY 22, 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
- V. Old Business
- VI. Certification Lists
  - A. Police Officer
  - B. Chemist
  - C. Lead Horticulture Technician
- VII. Adjournment
- VIII. Next Meeting Date:
  - A. Next Meeting | August 12, 2020

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, JUNE 10, 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), Kari Thoren (Administrative Assistant)

- I. The meeting was called to order by Chair Zamora at 9:01
- II. Agenda: Commissioner Guest 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 May 13, 2020 meeting, it was seconded by Commissioner Guest. All were in favor.
- IV. New Business:
  - a. Approve Qualifications for Administrative Support Specialist Position
    - i. Manager Jones brought forward the new position of Administrative Support Specialist. After discussion the Commission recommended editing the qualification stating "Bachelor's degree in business, business administration, or a closely related field; or three years of office clerical work" to read "Bachelor's degree; or three years of office clerical work"
    - ii. Commissioner Guest moved to accept qualifications for Administrative Support Specialist with the edit, it was seconded by Commissioner Paone. All were in favor.
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Thomas moved to approve the lists, it was seconded by Commissioner Guest. All were in favor.
  - a. Laborer
  - b. Plant Operator
  - c. Sewer Maintenance Worker
  - d. Systems & Security Engineer
  - e. Horticulture Supervisor
- VII. Adjournment: Commissioner Paone moved to adjourn the meeting, it was seconded by Commissioner Schertz. All were in favor.



THE CITY OF  
**DAVENPORT**  
IOWA | USA

# CIVIL SERVICE COMMISSION CERTIFICATION LISTS

*HUMAN RESOURCES*

July 22, 2020

# POLICE OFFICER

- » Under general supervision performs work of moderate difficulty in law enforcement, maintenance of order, protection of life and property, and crime prevention.
- » Starting salary \$58,901; Police Union
- » List ready for certification

# POLICE OFFICER

## *Process Overview*

- » Applications accepted March 1, 2020 – April 19, 2020
- » Physical Ability testing hosted on 3 dates
- » Written Exam testing hosted on 3 dates
- » Polygraph & Background Investigation
- » Final Interview

# POLICE OFFICER

## *Process Statistics*

- » 132 applicants
- » 20 did not meet minimum qualifications
- » 112 sent notifications to self-schedule physical ability test (3 dates to select from)
- » 14 withdrew/ 24 did not schedule/ 15 did not show/ 17 failed physical ability
- » 42 passed and moved to written exam / 30 passed
- » 30 moved into polygraph & background investigation / 3 withdrew / 9 failed
- » 18 passed and were scheduled for a final interview / 2 withdrew / 8 failed
- » 8 on certification list

# CHEMIST

- » **Entry level position at Water Pollution Control**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$53,428 – 70,088 | AFSCME Union**

# CHEMIST

## *Minimum Qualifications*

- » Bachelor's degree in chemistry, biology or bacteriology; or five years of an equivalent combination of training and experience in an accredited laboratory.
- » Must pass a background check as prescribed by the City.
- » Must possess and maintain throughout duration of employment a valid Driver's License.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (Iowa Code 400.17)



# CHEMIST

## *Process Statistics*

- » **64 Applicants**
- » **56 Candidates were qualified and invited to participate in the examination**
- » **23 Candidates passed the examination with a 70% or above; 5 scored below 70%, 11 withdrew, and 17 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.”**
- » **17 Candidates passed the background check**
- » **17 On certification list**

# CHEMIST

## Process Statistics

Applicants by Step							
: All Applications (Active & Archived)							
Generated by Courtney Jones on 07/21/2020 10:11:24							
Exam #	1276						
Exam Plan:	Chemist						
Class Title:	CHEMIST						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		39353261	Fail	Does Not Meet Minimum Qualifications	f	w	
		43547018	Fail	Does Not Meet Minimum Qualifications	f	w	22-25
		42008935	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		13993502	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		23774429	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		39112199	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		34733130	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		44361773	Fail	Does Not Meet Minimum Qualifications	m	w	40-55

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
2	Written Exam	6474523	Pass	Did not show for test	m	w	40-55
		44352043	Pass	Did not show for test	m	w	40-55
		35489559	Pass	Did not show for test	f	h	22-25
		28599341	Pass	Did not show for test	f	na	
		44299915	Pass	Did not show for test	m	w	22-25
		43862915	Pass	Did not show for test	m	w	40-55
		43877259	Fail	Did not show for test	f	w	26-39
		15742193	Fail	Did not show for test	f	w	26-39
		44350113	Fail	Did not show for test	m	b	26-39
		36590028	Fail	Did not show for test	m	a	26-39
		43848844	Fail	Did not show for test	f	w	26-39
		42951395	Fail	Did not show for test	f	h	26-39
		7172724	Fail	Did not show for test		w	
		39042626	Fail	Did not show for test	f	a	22-25
		43876605	Fail	Did not show for test	f	a	26-39
		44221237	Fail	Did not show for test	f	h	
		43681668	Fail	Did not show for test	f	w	22-25
		43285621	Fail	Not top group to move forward	f	w	26-39
		44357949	Fail	Not top group to move forward	f	w	26-39
		22692767	Fail	Not top group to move forward	m	a	26-39
		38169039	Fail	Not top group to move forward	m	a	40-55
		21714415	Fail	Not top group to move forward	m	b	26-39
		42850605	Fail	Not top group to move forward	m	b	26-39
		16471534	Fail	Scored below 70%	m	b	40-55
		43284370	Fail	Scored below 70%	m	h	18-21
		42167244	Fail	Scored below 70%	m	na	
		38877118	Fail	Scored below 70%	m	w	22-25
		40367210	Fail	Scored below 70%	m	w	22-25
		43589802	Fail	Withdrawn from process	m	w	22-25
		44350807	Fail	Withdrawn from process	m	w	22-25
		35678829	Fail	Withdrawn from process	m	w	22-25
		24683099	Fail	Withdrawn from process	m	w	22-25
		7013932	Fail	Withdrawn from process	m	w	26-39
		25006588	Fail	Withdrawn from process	m	w	26-39
		32552968	Fail	Withdrawn from process	m	w	26-39
		23366109	Fail	Withdrawn from process	m	w	26-39
		43743951	Fail	Withdrawn from process	m	w	26-39
		43675984	Fail	Withdrawn from process	m	w	26-39
		37997455	Fail	Withdrawn from process	m	w	40-55

# CHEMIST

## Process Statistics

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
3	Background Check						
	Eligible	43832060	Active		f	w	26-39
		33904338	Active		m	w	40-55
		18198135	Active		m	a	40-55
		44273316	Active		m	h	22-25
		43839086	Active		f	w	26-39
		43922641	Active		m	w	26-39
		36772533	Active		m	w	40-55
		39614908	Active		m	w	40-55
		38376315	Active		m	w	22-25
		44295341	Active		f	w	22-25
		31907083	Active		m	w	
		43935810	Active		f	w	26-39
		26960330	Active		m	w	26-39
		44324965	Active		m	w	18-21
		44342637	Active		m	w	26-39
		42847402	Active		m	w	22-25
		31309244	Active		f	w	40-55

# LEAD HORTICULTURE TECHNICIAN



- » Promotional position in the Horticulture Division of Parks & Recreation
- » Written examination: 100%
- » List ready for certification
- » Salary range: \$48,263-59,251 | Teamsters Union

# LEAD HORTICULTURE TECHNICIAN

## *Minimum Qualifications*

- » **Two-year degree in ornamental horticulture, floriculture, or related field and four years of experience as a horticultural technician; or an equivalent combination of training and experience.**
- » **Must obtain pesticide applicators certification during the probationary period.**
- » **Must possess and maintain throughout employment a valid Iowa Driver's License.**

# LEAD HORTICULTURE TECHNICAN

## *Process Statistics*

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

# LEAD HORTICULTURE TECHNICIAN



## *Process Statistics*

**Exam #:** 1286  
**Exam Plan:** Lead Horticultural Technician  
**Class Title:** LEAD HORTICULTURAL TECH  
**Recruiter:** Jones, Courtney

<u>Step #</u>	<u>Step Type</u>	<u>Person ID</u>	<u>Disposition</u>	<u>Inactivation Reason</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>Age Group</u>
1	Application Received						
2	Written Exam						
	Eligible	31769992	Active		m	w	56-70

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# THANK YOU

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