

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, FEBRUARY 10, 2021; 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. Fire Lieutenant | Minimum Qualifications

V. Old Business

VI. Certification Lists

A. Police Officer

B. Application & Software Integration Developer

C. Compost Equipment Operator

D. Revenue Coordinator

E. Transit Operator

VII. Adjournment

VIII. Next Meeting Date:

A. Wednesday, March 10, 2021 | 9:00AM

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, JANUARY 13, 2021; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Patt Zamora, Michael Schertz, Toby Paone, and Jerald Thomas
Ex-Officio Member Present: Latrice Lacey

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Administrative Services Manager), Gina Lechvar (Management Analyst I), Kari Thoren (Administrative Assistant)

- I. The meeting was called to order by Chair Zamora at 9:01.
- II. Agenda: Commissioner Thomas moved to approve the agenda, it was seconded by Commissioner Paone. All were in favor.
- III. Minutes: Commissioner Schertz moved to approve the minutes for the November 18, 2020 meeting, it was seconded by Commissioner Thomas. All were in favor.
- IV. New Business:
 - a. Fire Captain | Establish Recruitment Process
Manager Jones presented the proposed recruitment process to the Commission. Commissioner Paone moved to approve both the Fire Captain and Fire Lieutenant processes in a combined vote, it was seconded by Commissioner Schertz. All were in favor.
 - b. Fire Lieutenant | Establish Recruitment Process
Manager Jones presented the proposed recruitment process to the Commission. Commissioner Paone moved to approve both the Fire Captain and Fire Lieutenant processes in a combined vote, it was seconded by Commissioner Schertz. All were in favor.
 - c. Mechanic | Update Job Qualifications
Manager Jones proposed updating the qualification from “Must possess a valid Iowa Commercial Driver’s License (CDL) and maintain throughout duration of employment” to “Must obtain an Iowa Commercial Driver’s License (CDL) within 90 days of hire and maintain throughout duration of employment.” Commissioner Thomas moved to approve the qualifications, it was seconded by Commissioner Schertz.
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below list. Commissioner Schertz moved to approve the lists, it was seconded by Commissioner Paone. All were in favor.
 - a. Economic Development Coordinator
 - b. Horticultural Tech
 - c. Sewer Maintenance Worker

- d. Sr Clerk
- e. Sr Stock Clerk

VII. Adjournment: Meeting was adjourned at 9:26.



DAVENPORT

HUMAN RESOURCES

DATE: February 10, 2021
TO: Davenport Civil Service Commission
CC: Mallory L. Merritt, Assistant City Administrator & Commission Clerk
RE: 2021 Fire Lieutenant Minimum Qualifications

For the 2021 Fire Lieutenant hiring process, the Human Resources Department and Fire Department hereby submit the following minimum qualifications change for approval:

As it currently reads:

Requires one completed year of service as a Firefighter/Engineer with the Davenport Fire Department.

Requires a valid Iowa Driver's License and must maintain throughout duration of employment.

Proposed change:

Requires one completed year of service as a Firefighter/Engineer with the Davenport Fire Department and Instructor I certification; exemptions may be granted based on class availability.

Requires a valid Iowa Driver's License and must maintain throughout duration of employment.

Gina Lechvar
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THE CITY OF
DAVENPORT
I O W A | U S A

CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

February 10, 2021

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 November 18, 2020 – December 20, 2020
- » Physical Ability testing hosted on 3 dates
- » Written Exam testing hosted on 3 dates
- » Polygraph & Background Investigation
- » Final Interview

POLICE OFFICER

Process Statistics

- » 93 applicants
- » 21 did not meet minimum qualifications
- » 72 sent notifications to self-schedule physical ability test (3 dates to select from)
- » 8 withdrew/ 34 did not schedule/ 10 did not show/ 2 failed physical ability
- » 18 passed and moved to written exam / 12 passed
- » 11 moved into polygraph & background investigation / 1 withdrew / 2 failed
- » 8 passed and were scheduled for a final interview / 3 failed
- » 5 on certification list

APPLICATION & SOFTWARE INTEGRATION DEVELOPER



- » **Entry level position in the Information and Technology Department**
- » **Practical: 30%**
- » **Interview: 70%**
- » **List ready for certification**
- » **Salary range: \$73,280-\$96,149 | AFSCME Union**

APPLICATION & SOFTWARE INTEGRATION DEVELOPER



Minimum Qualifications

- » **Bachelor's degree in computer science and three years of work experience; or equivalent combination of training and experience.**
- » **Must pass a criminal background check as prescribed by the City.**
- » **Must maintain residency throughout duration of employment (per Iowa Code 400.17).**

APPLICATION & SOFTWARE INTEGRATION DEVELOPER

Process Statistics

- » **8 Applicants**
- » **7 Candidates were qualified and invited to participate in the practical**
- » **3 Candidates passed the practical**
- » **3 Candidates were invited to interview**
- » **2 Candidates passed the interview**
- » **2 Candidates passed the background check**
- » **2 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 02/05/2021 15:57:40

Exam #:							1336		
Exam Plan:	Application & Software Integration Developer								
Class Title:	Application & Software Integration Developer								
Recruiter:	Lechvar, Gina								
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group		
1	Application Received	45903313	Fail	Does Not Meet Minimum Qualifications	m	w	26-39		
2	Test	45567934	Fail	Scored below 70%	f	a			
		39735325	Fail	Scored below 70%	m	na	26-39		
		45874526	Fail	Scored below 70%	m	w	40-55		
		45931432	Fail	Scored below 70%	f	w	26-39		
3	Interview	45863537	Fail	Scored below 70%	m	w	40-55		
4	Background Check	16145549	Active	Scored above 70%	m	w	26-39		
	Eligible	45863548	Active	Scored above 70%	m	h			

COMPOST EQUIPMENT OPERATOR



- » **Promotional position in the Compost Division of Public Works**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$45,505-\$55,918 | Teamsters Union**

COMPOST EQUIPMENT OPERATOR



Minimum Qualifications

- » **Two years of successful experience operating large front end loaders (5-10 cubic yard ejector type bucket), yard waste grinding equipment, monitoring composting equipment operation, driving trucks, and tractors; monitoring and testing or equivalent combination of training and experience.**
- » **Must possess a valid Class A Iowa Commercial Driver's License (CDL).**
- » **May be required to pass State of Iowa certification.**

COMPOST EQUIPMENT OPERATOR



Process Statistics

- » **6 Applicants**
- » **3 Candidates were qualified and invited to participate in the examination**
- » **2 Candidates passed the examination**
- » **2 On certification list**

Applicants by Step Report								
: All Applications (Active & Archived)								
Generated by Gina Lechvar on 02/08/2021 10:31:28								
Exam #:							1340	
Exam Plan:	COMPOST EQUIPMENT OPERATOR							
Class Title:	COMPOST EQUIPMENT OPERATOR							
Recruiter:	Lechvar, Gina							
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group	
1	Application Received							
		24355869	Fail	Does Not Meet Minimum Qualifications	m	w	22-25	
		25496131	Fail	Does Not Meet Minimum Qualifications	m	w	26-39	
		35144572	Fail	Does Not Meet Minimum Qualifications	m	w	40-55	
2	Written Test							
		17447656	Fail	Did not show for test	m	h	40-55	
	Eligible	14101695	Active	Scored above 70%	m	w	26-39	
		46046719	Active	Scored above 70%	m	na	56-70	

REVENUE COORDINATOR

- » **Entry level position in the Revenue Division of the Finance Department**
- » **Written Examination: 30%**
- » **Interview: 70%**
- » **List ready for certification**
- » **Salary range: \$48,426-\$63,493 | AFSCME Union**

REVENUE COORDINATOR

Minimum Qualifications

- » **Requires an Associate Degree in accounting, bookkeeping, business or related field and three years of experience as an accounting clerk; or an equivalent combination of training and experience.**
- » **Must pass a criminal background check as prescribed by the City.**
- » **Must maintain residency throughout duration of employment (per Iowa Code 400.17).**

REVENUE COORDINATOR

Process Statistics

- » **50 Applicants**
- » **45 Candidates were qualified and invited to participate in the examination**
- » **13 Candidates passed the examination; 3 scored below 70%; 26 did not show; 3 withdrew**
- » **13 Candidates were invited to interview**
- » **11 Candidates passed the interview; 1 scored below 70%; 1 withdrew**
- » **11 Candidates passed the background check**
- » **11 On certification list**

Applicants by Step Report							
: All Applications (Active & Archived)							
Generated by Gina Lechvar on 02/05/2021 16:07:23							
Exam #:	1345						
Exam Plan:	Revenue Coordinator						
Class Title:	Revenue Coordinator						
Recruiter:	Lechvar, Gina						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		46062099	Fail	Does Not Meet Minimum Qualifications	f	a	
		30830848	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		45326483	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		10555071	Fail	Does Not Meet Minimum Qualifications	f	w	56-70
		46053183	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
2	Written Exam						
		46064584	Fail	Scored below 70%	f	b	26-39
		10384274	Fail	Scored below 70%	f	w	40-55
		46026860	Fail	Scored below 70%	f	w	40-55
		7924756	Fail	Did not show for test		w	
		20196592	Fail	Did not show for test	f	a	40-55
		25355174	Fail	Did not show for test	f	b	26-39
		12078330	Fail	Did not show for test	f	b	26-39
		43833259	Fail	Did not show for test	f	h	40-55
		9790665	Fail	Did not show for test	f	h	40-55
		36736492	Fail	Did not show for test	f	w	22-25
		12139869	Fail	Did not show for test	f	w	26-39
		17214212	Fail	Did not show for test	f	w	26-39
		21535663	Fail	Did not show for test	f	w	26-39
		46022909	Fail	Did not show for test	f	w	26-39
		9909509	Fail	Did not show for test	f	w	26-39
		33969455	Fail	Did not show for test	f	w	26-39
		2658082	Fail	Did not show for test	f	w	26-39
		19881218	Fail	Did not show for test	f	w	26-39
		29882477	Fail	Did not show for test	f	w	40-55
		12113422	Fail	Did not show for test	f	w	40-55

		33984423	Fail	Did not show for test	f	w	40-55
		23810544	Fail	Did not show for test	f	w	40-55
		8124296	Fail	Did not show for test	f	w	40-55
		6909722	Fail	Withdrew from process	f	w	40-55
		40060954	Fail	Withdrew from process	f	w	40-55
		45564731	Fail	Withdrew from process	f	w	40-55
		43093626	Fail	Did not show for test	f	w	56-70
		34706382	Fail	Did not show for test	m	b	26-39
		41857031	Fail	Did not show for test	m	w	26-39
		40732523	Fail	Did not show for test	m	w	26-39
		43816599	Fail	Did not show for test	m	w	40-55
		1297904	Fail	Did not show for test	m	w	40-55
3	In-Person Interview						
		18111992	Fail	Scored below 70%	f	b	22-25
		46083058	Fail	Withdrew from process	f	a	26-39
4	Background						
	Eligible						
		45445449	Active	Scored above 70%	f	b	26-39
		19556219	Active	Scored above 70%	m	w	40-55
		36643894	Active	Scored above 70%	f	w	
		15617086	Active	Scored above 70%	f	w	26-39
		37495613	Active	Scored above 70%	f	w	40-55
		44820888	Active	Scored above 70%	m	w	40-55
		26486447	Active	Scored above 70%	f	w	26-39
		2685109	Active	Scored above 70%	f	w	26-39
		24556506	Active	Scored above 70%	f	h	22-25
		23445664	Active	Scored above 70%	f	w	26-39
		46136011	Active	Scored above 70%	f	w	

TRANSIT OPERATOR

- » **Entry level position in the Transit Division of Public Works Department**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$31,242-\$56,504 | Transit Union**

TRANSIT OPERATOR

Minimum Qualifications

- » **The equivalent of six months of successful work experience in the operation of a vehicle on public thoroughfares.**
- » **Must possess a valid Commercial Driver's License issued by the State of Iowa and maintain throughout duration of employment.**
- » **Motor vehicle record must be free of moving violations/convictions for three years.**
- » **Must pass a criminal background check as prescribed by the City of Davenport.**
- » **Must maintain residency throughout duration of employment (per Iowa Code 400.17).**

TRANSIT OPERATOR

Process Statistics

- » **24 Applicants**
- » **19 Candidates were qualified and invited to participate in the examination**
- » **14 Candidates passed the examination; 5 did not show**
- » **13 Candidates passed the background check**
- » **13 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 02/09/2021 10:09:29

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
Exam #:		1329					
Exam Plan:		Citibus Driver - Full Time (2021)					
Class Title:		Citibus Driver					
Recruiter:		Lechvar, Gina					
1	Application Received	21977926	Fail	Does Not Meet Minimum Qualifications	f	b	26-39
		45423865	Fail	Does Not Meet Minimum Qualifications	f	b	40-55
		45749348	Fail	Does Not Meet Minimum Qualifications	m	b	26-39
		45798960	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		23016438	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
2	Written Test	42613181	Fail	Did not show for test	f	b	26-39
		45750860	Fail	Did not show for test	m	b	
		33488333	Fail	Did not show for test	m	b	40-55
		45788981	Fail	Did not show for test	m	b	56-70
		1161676	Fail	Did not show for test	m	w	56-70
3	Background Check	32024942	Fail	Failed Background Investigation	m	w	40-55
	Eligible	41372683	Active	Scored above 70%	f	w	40-55
		38590469	Active	Scored above 70%	f	w	40-55
		34447925	Active	Scored above 70%	f	w	40-55
		13141219	Active	Scored above 70%	m	b	
		30204757	Active	Scored above 70%	m	b	40-55
		41828103	Active	Scored above 70%	m	w	>70
		38888022	Active	Scored above 70%	f	b	26-39
		29263490	Active	Scored above 70%	m	w	56-70
		45824903	Active	Scored above 70%	f	w	40-55
		28710886	Active	Scored above 70%	m	w	40-55
		46053952	Active	Scored above 70%	m	b	40-55
		46047421	Active	Scored above 70%	m	b	56-70
		42613181	Active	Scored above 70%	f	b	26-39

THANK YOU

