

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, NOVEMBER 18, 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. Application and Software Integration Developer | Establish Job Qualifications
- B. District Chief | Update Job Qualifications
- C. Horticulture Technician | Update Job Qualifications
- D. Plant Operator III | Establish Job Qualifications
- E. Police Officer Recruitment Process | Winter 2020

V. Old Business

- A. Firefighter Process Update
- B. Firefighter | Interview Questions

VI. Certification Lists

- A. Sr Mechanic
- B. Street Maintenance Worker
- C. Police Officer

VII. Adjournment

VIII. Next Meeting Date:

- A. Wednesday, January 13, 2021 | No December Meeting

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, OCTOBER 14, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Patt Zamora, Karen Guest, 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 & Inclusion Administrator), Kari Thoren (Administrative Assistant)

- I. The meeting was called to order by Chair Zamora at 9:00
- II. Agenda: Commissioner Paone moved to approve the agenda, it was seconded by Commissioner Guest. All were in favor.
- III. Minutes: Commissioner Guest moved to approve the minutes for the September 9, 2020 meeting, it was seconded by Commissioner Paone. All were in favor.
- IV. New Business:
  - a. Senior Mechanic | Update Job Qualifications: Manager Jones proposed updating the qualifications for the Senior Mechanic position from requiring applicants be ASE Master Certified at the time of application to requiring ASE Master Certification within 6 months of hire. Commissioner Paone moved to approve the update, it was seconded by Commissioner Guest.
  - b. Crime Analyst | Establish Job Qualifications: Administrator VanDeWoestyne brought forward the new position of Crime Analyst. Commissioner Paone moved to approve the qualifications for Crime Analyst, it was seconded by Commissioner Guest.
  - c. Firefighter Interview Participation: Manager Jones invited any interested Commissioners to participate as panelist in the upcoming Firefighter interviews.
- V. Old Business:
  - a. Police Officer Process Update: Administrator VanDeWoestyne gave an update on the status of the current recruitment process. There were 93 applicants for Police Officer, 74 moved to the next step of physical ability, 21 took the written examination, 15 are currently in the background investigation phase. A list will be presented for approval next month.
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below list. Commissioner Guest moved to approve the lists, it was seconded by Commissioner Schertz. All were in favor.
  - a. Code Enforcement Officer I
  - b. Street Maintenance Supervisor

VII. Adjournment: Commissioner Paone moved to adjourn the meeting, it was seconded by Commissioner Guest. All were in favor. Meeting was adjourned at 9:33.

# Application & Software Integration Developer

Class Code:  
ASID

Bargaining Unit: Non-Bargaining

CITY OF DAVENPORT  
Established Date: Nov 18, 2020  
Revision Date: Nov 17, 2020

## SALARY RANGE

\$35.23 - \$46.23 Hourly  
\$73,280.48 - \$96,149.25 Annually

## DEFINITION:

Plans, coordinates, and designs the integration of software programs, applications, and third-party solutions as required to meet the business requirements of the organization.

## EXAMPLES OF DUTIES:

Write, translate, and code software programs and applications according to specifications.

Participate in the development and maintenance of an integration architecture blueprint for the organization.

Plan, execute, and manage the integration of new application integration technology into the existing AI environment.

Ensure that integration projects meet business requirements and goals, fulfill end-user requirements, and identify and resolve systems issues.

Develop standards and processes to support and facilitate integration projects and initiatives.

Collaborate with analysts, designers, and system owners in the testing of newly-integrated software programs and applications.

Build relationships with city department business application experts to gain an understanding of application architecture and required functionality.

Build relationships with vendors of application software deployed in the organization's IT

environment to learn about and provide feedback on their technical integration capabilities.

Run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging.

Generate statistics and prepare and write reports for management and/or team members on the status of the programming process.

Assist in the development and maintenance of user manuals and guidelines.

Install software products for end users as required.

Liaise with other IT staff to assist in resolving problems with software products or company software systems.

Enhance or improve business processes via integration or, as necessary, minimize the impact of integration on those processes.

Evaluate results of integration projects, then report and make recommendations based on findings.

Assist other developers, analysts, and designers in conceptualizing and developing new software programs and applications.

## **QUALIFICATIONS:**

Bachelor's degree in computer science and three years of work experience in related field; or an equivalent combination of training and experience.

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

## **KNOWLEDGE AND SKILLS:**

Experience in enterprise-level application integration.

Proven experience in developing enterprise and solution level architectural designs.

Proven experience in overseeing the linking of cross-functional applications between disparate business units and systems.

Experience with business and technical requirements analysis, business process modeling/mapping, methodology development, and data mapping.

Technically fluent programming in multiple languages.

Knowledge of relational database design and management techniques.

Good project management skills and/or substantial exposure to project-based work structures, project lifecycle models, etc.

Strong knowledge of system and software quality assurance best practices and methodologies.

Competency with XML constructs and schemas.

Confidence and experience with API protocols and schemas.

Knowledge of network protocols and standards.

Strong understanding of end-user needs and requirements.

Excellent oral and interpersonal communication skills.

Outstanding writing and documentation skills.

Ability to communicate ideas in both technical and user-friendly language.

Able to conduct research into application integration issues and products.

Knowledge of applicable data privacy practices and laws.

Hands-on software troubleshooting experience.

Knowledge of applicable data privacy practices and laws.

Flexible and adaptable in regards to learning and understanding new technologies.

Ability to conduct research into software-related issues and products.

Keen attention to detail.

Proven analytical and problem-solving abilities.

Ability to effectively prioritize and execute tasks in a high-pressure environment.

Ability to work both independently and in a team-oriented, collaborative environment.

Creativity in the case of Web or interface design.



**CITY OF DAVENPORT**  
Department of Human Resources  
226 West Fourth Street,  
Davenport, IA 52801

<https://davenportiowa.com/hr>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Fire District Chief**

*An Equal Opportunity Employer*

**SALARY**  
\$31.30 - \$41.07 Hourly    \$3,327.43 - \$4,366.30 Biweekly    \$86,513.20 - \$113,523.84  
Annually

**THE POSITION**

Manages all daily activities of a fire personnel shift or specific division.

**EXAMPLES OF DUTIES**

Responsible for the day to day activities and coordination of all fire companies and personnel, include the daily personnel assignment.

Responds to and performs the function of incident command at all multi-company emergency scenes. Formulate a strategic plan, implement tactical assignments based on need, and are responsible for the safety of all responders under their command.

Coordinate the training of all firefighters under their command.

May draft, review, and update standard operating guidelines.

Completes comprehensive evaluations for their assigned personnel.

Evaluates employee performance and recommends corrective action.

Manages special events and assigned projects.

Responds to formal and informal employee grievances and prepares written responses.

**QUALIFICATIONS**

**Associates degree in Fire Science, or closely related field; or an equivalent combination of education.**

Presently serving as a member and an Officer within the Davenport Fire Department with at least five years of experience as a Fire Officer.

Testing can occur as long as eligibility of all qualifications are met by date of certification to the Civil Service Commission.

Requires an Iowa Chauffeur's Driver's License Class D-2 and must maintain throughout duration of employment.

Must maintain state and city residency requirements throughout duration of employment.

### **KNOWLEDGE AND SKILLS**

#### **Comprehensive knowledge of:**

Firefighting methods and equipment and fire prevention methods.

#### **Considerable knowledge of:**

Applicable training practices and techniques.

Rules and regulations of the department.

Laws and ordinances pertaining to fire prevention.

Geography of the city, location of water mains and major hazards located within the city.

Fire prevention methods and techniques.

#### **Considerable skill in:**

Supervising and instructing subordinates in firefighting and fire prevention activities.

Applying standard firefighting and fire prevention techniques to specific situations.

Expressing oneself clearly and concisely orally and in writing.

Preparing technical and administrative reports.

Using and caring for pertinent equipment and facilities.

#### **Working skill in:**

Fire Department administration.





CITY OF DAVENPORT  
Revision Date: Oct 22, 2020

# Horticultural Tech

Class Code:  
5310

Bargaining Unit: Blue Collar

## SALARY RANGE

\$20.50 - \$25.49 Hourly  
\$1,639.98 - \$2,039.15 Biweekly  
\$42,639.58 - \$53,017.95 Annually

### DEFINITION:

Under general supervision performs work of moderate difficulty in a variety of horticultural activities, and performs related work as required.

### EXAMPLES OF DUTIES:

#### Maintains greenhouse and conservatory building, grounds and park gardens:

- Waters and weeds plants
- Plants and transplants seedlings at proper time into proper environments
- Mixes and applies liquid and solid pesticides and fertilizers
- Assists in setting shows in conservatory
- Controls vents, heat valves, and temperature in greenhouses and conservatory
- Makes cuttings and collects seeds from various plants
- Labels and names plants
- Conducts tours

#### Responsible for operating the following:

- Lawn mowers, tillers, etc. related to gardening
- Dump trucks and loaders
- Performs minor tree pruning

#### Additional responsibilities include:

- Acts as lead worker in the assignment and direction of seasonal employees
- Performs snow removal
- Performs other duties as assigned

### QUALIFICATIONS:

Bachelor's degree in ornamental horticulture, floriculture, or related field; or an equivalent combination of training and experience working for a commercial landscaping company or in a commercial greenhouse.

Must obtain a valid Iowa Commercial Driver's License (CDL) within the probationary period.

Must obtain pesticide applicators certification during probationary period.

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

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

## **KNOWLEDGE AND SKILLS:**

### **Considerable knowledge of:**

A wide variety of annuals, perennials, ornamental trees and shrubs and their use in display gardening.

Practical gardening techniques and the methods, tools and equipment used in propagating, raising and caring for flowers and ornamental plants in display gardens.

Floricultural crops, their production cycles and treatment for disease and insects.

Identification and treatment of insects and diseases for ornamentals and turf.

Federal laws regulating the handling and application of pesticides.

Operation and care of equipment and tools.

Occupational hazards and proper safety precautions.

### **Considerable skill in:**

Mixing and applying pesticides and fertilizers.

Methods and practices of crop propagation, germination, and cultivation.

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CITY OF DAVENPORT

# PLANT OPERATOR GRADE III

Bargaining Unit: TEAMSTER

## SALARY RANGE

\$23.83 - \$29.40 Hourly  
\$49,568.06 - \$61,150.75 Annually

## DEFINITION:

Under general supervision performs work of routine difficulty operating a wastewater treatment plant facility; and performs related work as required.

## EXAMPLES OF DUTIES:

Maintains proper flow of sewage through plant; monitors gauges and equipment, operates treatment plant equipment including pump, valves, and engines.

Takes sewage and sludge samples and performs some analysis, records gauge readings, checks temperatures, gas usage, amounts pumped, pressures, and processing times and records information on daily report sheets.

Checks and maintains the plant and grounds; cleans up work areas and floors; cleans; paints, cleans plant vehicles and inspects plant for unsafe conditions, such as malfunctioning parts, lack of oil, etc.

Performs minor preventive maintenance on equipment.

Engages positively in formal and informal exchange of knowledge and skills.

Operates treatment plant equipment including pumps, valves, engines, small hand tools, belt filter presses, rake drives, conveyers and augers.

Operates large endloaders, skid steers and dump trucks to remove solids from the treatment plant.

Able to use ladders provided to access equipment and tanks as needed.

Assists with training of Plant Operators: Grade I & Grade II.

Able to work in all kinds of weather (inside and outside).

## **QUALIFICATIONS:**

High school diploma or GED.

Complete at least two years of Post High School Training which could be an Associate's Degree (AA) or higher, 90 CEUs; or a combination thereof.

Completed four years of operational experience in the area applying: water treatment, water distribution or wastewater (Grade 1 or higher plant).

Must maintain throughout duration of employment a Grade III Wastewater Treatment Plant Operator Certification through the Iowa Department of Natural Resources.

Must maintain throughout duration of employment a CDL Class B license with air brake endorsement.

Must maintain residency throughout duration of employment (per Iowa Code 400.17).

## **KNOWLEDGE AND SKILLS:**

**Initially, some knowledge of, and, subsequently, good knowledge of:**

The function and service requirements of sewage plant machinery and equipment.

Processes involved in the treatment and disposal of sewage and treatment of water.

The hazards of the work and safety precautions to be taken.

The use of chemicals in the treatment of effluents and activated sludge.

**Initially, some skill in and, subsequently, considerable skill in:**

Inspecting machinery and mechanical equipment and detecting flaws and defects in operation.

**And, subsequently, working skill in:**

Reading and interpreting from control gages the operating status of plant equipment.

Keeping records and making reports.

## **OTHER:**

Must be able to perform the essential functions of the job. Incumbents must be able to perform the following: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/ listening, seeing/observing and repetitive motions.

Must be able to exert in excess of 75 lbs. of force occasionally and/or in excess of 50 lbs. of force frequently or in excess of 20 lbs. of force constantly to move objects.

Must be able to work in all kinds of weather conditions throughout duration of employment.

## **Water Treatment, Water Distribution, and Wastewater Treatment Exam Eligibility Requirements**

An applicant must meet minimum education and experience requirements to be eligible to take an exam. Per IAC Chapter 81.7(1) <http://www.legis.state.ia.us/asp/ACODocs/DOCS/9-7-2011.567.81.pdf> certain types of education or work experience are required and some substitutions may be used to meet these requirements.

\*This document lists the general requirements; please contact Jane Enfield at 515/725-0463 or [jane.enfield@dnr.iowa.gov](mailto:jane.enfield@dnr.iowa.gov) with questions on substitutions or general eligibility requirements.

### **Grade A**

- High School Diploma or GED.
- Complete an IDNR Grade A Initial Certification workshop. See calendar for scheduled courses. <http://programs.iowadnr.gov/opcertweb/>

### **Grade 1**

- High School Diploma or GED.
- Complete one year (12 months) operational experience in the area applying: water treatment, water distribution, wastewater

### **Or**

Complete a minimum of six months operational experience in the area applying and earn 30 hours of Post High School Training (3 CEUs) <http://programs.iowadnr.gov/opcertweb/>

### **Grade 2**

- High School Diploma or GED.
- Complete three years (36 months) of operational experience in the area applying: water treatment, water distribution or wastewater

### **Or**

- Complete at least 18 months operational experience (which is half of the 36 months) in the area applying and earn 67.5 CEUs. (18 months of CEUs at rate of 3.75 CEUs per month)

### **Grade 3**

- High School Diploma or GED.
- Complete four years of operational experience in the area applying: water treatment, water distribution or wastewater (Grade 1 or higher plant)
- Complete at least two years of Post High School Training which could be an Associate's Degree (AA) or higher, 90 CEUs; or a combination thereof.

### **Grade 4**

- High School Diploma or GED.
- Complete four years of operational experience in the area applying: water treatment, water distribution or wastewater (Grade 1 or higher plant)
- Complete at least four years of Post High School Training which could be a Bachelor's degree or higher; a combination of an AA degree and 90 CEUs; or 180 CEUs
- Complete two years of direct responsible charge (DRC) in a Grade 3 or higher plant.



# DAVENPORT

HUMAN RESOURCES

DATE: November 18, 2020  
TO: Davenport Civil Service Commission  
CC: Mallory L. Merritt, Assistant City Administrator & Commission Clerk  
RE: Winter 2020 Police Officer hiring process

For the Winter 2020 Police Officer hiring process, the Human Resources Department and Police Department hereby submit the following certification process and procedures for approval:

- Applications will be accepted for a period of four and a half weeks beginning November 18.
- City will administer the state mandated physical ability test on three dates. This test includes three basic components including one-minute sit-ups, one-minute push-ups, and a 1.5 mile run. Each component must be passed based on the age/gender matrix outlined by the state.
- City will administer a state mandated written exam (POST) on three dates. This test includes arithmetic, reading comprehension, grammar, and incident report writing. The candidate must pass each section with a score of at least 70%. Study guides are available to applicants.
- Backgrounds and polygraphs will be conducted based on information submitted by the candidates in a personal history questionnaire.
- All finalists will be interviewed by a panel, and must score an average of 8 (Adequate) on a scale of 10.
- The cumulative weight of this process is POST Written Exam (30%) and Final Interview (70%).

Retaining a qualified and diverse talent pool for this position remains a key focus area for both the Police Department and Human Resources. Collaboratively, virtual informational workshops will be disseminated via our social media platforms, and several other recruitment tools will be employed such as partnering with local organizations (i.e. NAACP and LULAC), local media outlets, and outreach to educational & spiritual institutions.

Scott J. VanDeWoestyne  
Talent & Inclusion Administrator  
(563) 326-6188 (Direct)  
scott.vandewoestyne@davenportiowa.com



THE CITY OF  
**DAVENPORT**  
I O W A | U S A

# CIVIL SERVICE COMMISSION CERTIFICATION LISTS

*HUMAN RESOURCES*

November 18, 2020



# SENIOR MECHANIC

- » Promotional position in the Fleet Division of Public Works
- » Practical: 100%
- » List ready for certification
- » Salary range: \$53,453-\$64,867 | Teamster Union

# SENIOR MECHANIC

## *Minimum Qualifications*

- » **Must be ASE Master certified within 6 months of hire date and maintain throughout duration of employment.**
- » **Three years experience as a skilled full performance mechanic including one year in the repair and maintenance of heavy duty diesel and construction equipment; or an equivalent combination of training and experience.**
- » **Must possess a valid Iowa Commercial Driver's License (CDL) and maintain throughout duration of employment.**
- » **Must maintain residency throughout duration of employment (per Iowa Code 400.17).**

# SENIOR MECHANIC

## *Process Statistics*

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

## Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 11/17/2020 14:36:06

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**Exam #:** 1321

**Exam Plan:** Sr. Mechanic

**Class Title:** SR MECHANIC

**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	Practical						
	Eligible	7098806	Active		m	w	26-39
		37446184	Active		m	w	22-25
		26399568	Active		m	w	26-39

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# STREET MAINTENANCE WORKER

- » Promotional position in the Street Division of Public Works
- » Examination: 100%
- » List ready for certification
- » Salary range: \$40,080-\$50,096 | Teamster Union

# STREET 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 Iowa Commercial Driver's License Class B (CDL) with airbrake endorsement.
- » Must maintain residency throughout duration of employment (per Iowa Code 400.17).

# STREET MAINTENANCE WORKER

## *Process Statistics*

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

## Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 11/17/2020 14:15:09

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**Exam #:** 1323

**Exam Plan:** Street Maintenance Worker

**Class Title:** STREET MAINTENANCE WORKER

**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	Test						
	Eligible	23858084	Active		m	w	22-25
		43969702	Active		m	w	22-25
		43921775	Active		m	w	22-25
		45085186	Active		m	w	26-39
		22264119	Active		m	w	26-39
		3405237	Active		m	w	40-55

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# 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 August 12, 2020 – September 9, 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**
- » **19 did not meet minimum qualifications**
- » **74 sent notifications to self-schedule physical ability test (3 dates to select from)**
- » **9 withdrew/ 17 did not schedule/ 18 did not show/ 9 failed physical ability**
- » **21 passed and moved to written exam / 15 passed**
- » **15 moved into polygraph & background investigation / 6 failed**
- » **9 passed and were scheduled for a final interview / 3 failed**
- » **6 on certification list**

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# THANK YOU

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