

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, JANUARY 13, 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 Captain | Establish Recruitment Process
- B. Fire Lieutenant | Establish Recruitment Process
- C. Mechanic | Update Job Qualifications

V. Old Business

VI. Certification Lists

- A. Economic Development Coordinator
- B. Horticultural Tech
- C. Sewer Maintenance Worker
- D. Sr Clerk
- E. Sr Stock Clerk

VII. Adjournment

VIII. Next Meeting Date:

- A. Wednesday, February 10, 2021 | 9:00AM

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, NOVEMBER 18, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Michael Schertz, Karen Guest, Toby Paone, and Jerald Thomas
Ex-Officio Member Present:

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 Vice Chair Schertz at 9:00
- II. Agenda: Commissioner Thomas 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 October 14, 2020 meeting, it was seconded by Commissioner Paone. All were in favor.
- IV. New Business:
 - a. Application and Software Integration Developer | Establish Job Qualifications
Commissioner Paone moved to approve the qualifications, it was seconded by Commissioner Thomas.
 - b. District Chief | Update Job Qualifications
Commissioner Guest moved to approve the qualifications, it was seconded by Commissioner Paone.
 - c. Horticulture Technician | Update Job Qualifications
Commissioner Guest moved to approve the qualifications, it was seconded by Commissioner Paone.
 - d. Plant Operator III | Establish Job Qualifications
Commissioner Thomas moved to approve the qualifications, it was seconded by Commissioner Guest.
 - e. Police Officer Recruitment Process | Winter 2020
Commissioner Guest moved to approve the process, it was seconded by Commissioner Thomas.
- V. Old Business:
 - a. Firefighter Process Update
Manager Jones briefed the commission on the status of the current Firefighters recruitment process.
 - b. Firefighter | Interview Questions
Manager Jones shared confidential interview questions with commissioners for review.

- 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 Paone. All were in favor.
- a. Sr Mechanic
 - b. Street Maintenance Worker
 - c. Police Officer
- VII. Adjournment: Commissioner Paone moved to adjourn the meeting, it was seconded by Commissioner Guest. All were in favor. Meeting was adjourned at 9:32.



DAVENPORT

HUMAN RESOURCES

DATE: January 13, 2021
TO: Davenport Civil Service Commission
CC: Mallory L. Merritt, Assistant City Administrator & Commission Clerk
RE: 2021 Fire Lieutenant and Fire Captain hiring processes

For the 2021 Fire Lieutenant and Fire Captain hiring processes, the Human Resources Department and Fire Department hereby submit the following certification processes and procedures for approval:

- City will administer a written exam. Each test, based on individualized reading material will include: leadership studies, department operating procedures, and City policies. The candidate must pass the written exam with a score of at least 70%. The reading list/study material will be distributed during the application window.
- City will administer a practical assessment. While each practical will be different, they will both include a variety of scenario-driven cases. The candidate must pass the practical with a score of at least 70%.
- 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 each process is: Written Exam (45%), Practical (45%), Interview (10%).

While the breakdown of the weighting for each process is the same, the written tests will differ from one another, as will the practicals. The application period will remain open for one month. It is anticipated that this list will come before the commission for certification on April 14, 2021.

Courtney Jones
Administrative Services Manager
(563) 888-3106 (Direct)
courtney.jones@davenportiowa.com



Mechanic

Class Code:
5226

Bargaining Unit: Blue Collar

SALARY RANGE

\$24.72 - \$30.00 Hourly
\$1,977.95 - \$2,400.37 Biweekly
\$51,426.75 - \$62,409.57 Annually

DEFINITION:

Under general supervision performs work of moderate difficulty as a skilled mechanic in the maintenance and repair of a variety of automotive and other specialized equipment; and performs related work as required.

EXAMPLES OF DUTIES:

Reconditions gas and diesel motors; disassembles, repairs, grinds or replaces worn parts; tunes engines, adjusts timing, replaces condensers, coils and other parts; sets injection systems.

Inspects and repairs brake systems, and electrical, heating, air conditioning, cooling, fuel supply and other auxiliary systems; re-wires circuits, replaces brake linings, cuts and replaces hoses.

Repairs transmissions, replaces worn gears, installs bearings, replaces clutches and transmissions; mounts and dismounts specialized attachments, weights and power driven equipment.

Operates diagnostic equipment, drill presses, pipe threaders, hoists, welders and cutting torches.

Inspects and diagnoses problems on malfunctioning equipment.

QUALIFICATIONS:

Currently Reads: Must possess a valid Iowa Commercial Driver's License (CDL) and maintain throughout duration of employment.

Seeking approval for: Must obtain an Iowa Commercial Driver's License (CDL) within 90 days of hire and maintain throughout duration of employment.

Must possess personal tools.

Must pass a physical examination as prescribed by the city. All CDL personnel are subject to Federal Motor Carriers Random Drug & Alcohol Program.

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:

Routine inspection procedures used to evaluate operating conditions and functioning of safety devices.

Good knowledge of:

Construction, assembly, adjustment and maintenance and repair of gasoline or diesel automotive and heavy equipment.

Working skill in:

Use of specialized devices used in the diagnosis of automotive malfunctions.

Use of shop tools and testing equipment, such as: drills, grinders, micrometers, boring bars, reamers, drums, grinding machines, and welding equipment.

Interpreting detailed service manuals and diagrams.

Describing and recording automotive parts.

Some skill in:

Performing audio and visual inspections of equipment to identify problems.

Following oral and written instructions.

The use of specialized devices used in diagnosis of engine malfunctions.



THE CITY OF
DAVENPORT
IOWA | USA

CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

January 13, 2021

ECONOMIC DEVELOPMENT COORDINATOR

- » **Entry level position in the Community & Economic Development Department**
- » **Practical: 30%**
- » **Interview: 70%**
- » **List ready for certification**
- » **Salary range: \$58,960-\$77,373 | AFSCME Union**

ECONOMIC DEVELOPMENT COORDINATOR

Minimum Qualifications

- » Bachelor's degree in public or business administration, marketing, economic and/or community development, or closely related field. Minimum one year professional experience in economic development, government administration, business development, marketing, finance or related field: 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).

ECONOMIC DEVELOPMENT COORDINATOR

Process Statistics

- » **38 Applicants**
- » **18 Candidates were qualified and invited to participate in the practical**
- » **7 Candidates passed the practical; 4 withdrew; 7 scored below 70%**
- » **7 Candidates were invited to interview**
- » **2 Candidates passed the interview; 3 scored below 70%; 2 candidates withdrew**
- » **2 Candidates passed the background check**
- » **2 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 01/12/2021 14:29:53

Exam #:	1322						
Exam Plan:	Economic Development Coordinator						
Class Title:	ECONOMIC DEVELOPMENT COORDINATOR						
Recruiter:	Lechvar, Gina						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		23173320	Fail	Does Not Meet Minimum Qualifications		h	
		5173269	Fail	Does Not Meet Minimum Qualifications	f	h	40-55
		45523207	Fail	Does Not Meet Minimum Qualifications	f	w	
		34329948	Fail	Does Not Meet Minimum Qualifications	f	w	18-21
		45514508	Fail	Does Not Meet Minimum Qualifications	f	w	18-21
		45501861	Fail	Does Not Meet Minimum Qualifications	f	w	22-25
		17488898	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		36909523	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		852714	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		18202557	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		24932267	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		12515919	Fail	Does Not Meet Minimum Qualifications	m	na	40-55
		35185091	Fail	Does Not Meet Minimum Qualifications	m	w	18-21
		43957678	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		19857995	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		38413963	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		38223985	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		19458288	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		38578478	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
		44758578	Fail	Does Not Meet Minimum Qualifications	m	w	56-70

2	Practical						
		44019500	Fail	Failed Written Exam	m	a	26-39
		28006997	Fail	Failed Written Exam	m	h	40-55
		10340319	Fail	Failed Written Exam	m	w	40-55
		1237907	Fail	Failed Written Exam		w	
		9125341	Fail	Failed Written Exam	f	w	26-39
		8494124	Fail	Failed Written Exam		na	
		26873338	Fail	Failed Written Exam	f	b	26-39
		7120624	Fail	Withdrew from process	m	am	26-39
		31444172	Fail	Failed Written Exam	m	b	26-39
		42417887	Fail	Failed Written Exam	m	w	22-25
		33174670	Fail	Failed Written Exam	m	w	26-39
3	Interview						
		38050785	Fail	Scored below 70%	m	w	26-39
		44782412	Fail	Scored below 70%	f	w	40-55
		44115451	Fail	Scored below 70%	m	w	56-70
		34851623	Fail	Withdrew from process	m	w	26-39
		45509200	Fail	Withdrew from process	m	w	40-55
	Eligible	5338519	Active	Scored above 70%	m	w	40-55
		24387508	Active	Scored above 70%	m	w	40-55

HORTICULTURAL TECH

- » **Entry level position in the in the Horticultural Division of the Parks & Recreation Department**
- » **Written examination: 30%**
- » **Interview: 70%**
- » **List ready for certification**
- » **Salary range: \$42,639-\$53,018 | Teamsters Union**

HORTICULTURAL TECH

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

HORTICULTURAL TECH

Process Statistics

- » **25 Applicants**
- » **13 Candidates were qualified and invited to participate in the examination**
- » **5 Candidates passed the examination; 1 scored below 70 %; 7 did not show**
- » **5 Candidates were invited to interview**
- » **3 Candidates passed the interview; 2 scored below 70%**
- » **3 Candidates passed the background check**
- » **3 On certification list**

Applicants by Step Report

: All Applications (Active & Archived)

Generated by Gina Lechvar on 01/12/2021 07:21:49

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
Exam #:							1332
Exam Plan:	Horticultural Tech						
Class Title:	Horticultural Tech						
Recruiter:	Lechvar, Gina						
1	Application Received						
		43681668	Fail	Does Not Meet Minimum Qualifications	f	w	22-25
		35828900	Fail	Withdrawn from process	f	w	40-55
		24529586	Fail	Does Not Meet Minimum Qualifications	f	w	56-70
		45829888	Fail	Does Not Meet Minimum Qualifications	m	b	22-25
		31698811	Fail	Does Not Meet Minimum Qualifications	m	h	22-25
		45798441	Fail	Does Not Meet Minimum Qualifications	m	w	18-21
		45858135	Fail	Does Not Meet Minimum Qualifications	m	w	18-21
		45268341	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		45788721	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		35678829	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		16923371	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
		38974623	Fail	Does Not Meet Minimum Qualifications	m	w	40-55
2	Horticulture Tech Written Test						
		3843126	Fail	Scored below 70%	m	w	40-55
		45843582	Fail	Did not show for test	f	a	56-70
		38516428	Fail	Did not show for test	f	w	26-39
		45874576	Fail	Did not show for test	f	w	26-39
		27563773	Fail	Did not show for test	m	w	22-25
		16364513	Fail	Did not show for test	m	w	26-39
		17417757	Fail	Did not show for test	m	w	26-39
		8036726	Fail	Did not show for test	m	w	40-55
3	Interview						
		43866757	Fail	Scored below 70%	m	w	56-70
		43807336	Fail	Scored below 70%	m	w	26-39
	Eligible	45783636	Active	Scored above 70%	f	w	22-25
		45820376	Active	Scored above 70%	f	w	
		31730126	Active	Scored above 70%	m	w	40-55

SEWER MAINTENANCE WORKER

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

SEWER MAINTENANCE WORKER

Minimum Qualifications

- » **One year 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 air brake and tanker endorsement.**

SEWER MAINTENANCE WORKER

Process Statistics

- » **2 Applicants**
- » **2 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 01/11/2021 16:51:28

Exam #:	1331						
Exam Plan:	SEWER MAINTENANCE WORKER						
Class Title:	SEWER MAINTENANCE WORKER						
Recruiter:	Lechvar, Gina						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
2	Written Exam						
	Eligible	33830186	Scored above 70%		m	w	22-25
		36953144	Scored above 70%		m	w	26-39

SR CLERK

- » **Entry level position in the Customer Experience Division of Public Works**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$36,720-\$47,426 | AFSCME Union**

SR CLERK

Minimum Qualifications

- » **High School diploma or equivalent. Minimum of two years of diversified office clerical work or an equivalent combination of business office training and experience.**
- » **Requires considerable typing and computer skills.**
- » **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).**

SR CLERK

Process Statistics

- » **97 Applicants**
- » **89 Candidates were qualified and invited to participate in the examination**
- » **40 Candidates passed the examination with a 70% or above**
- » **44 Candidates did not show; 5 withdrew; 1 scored below 70%**
- » **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 Gina Lechvar on 01/12/2021 14:08:59

Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
Exam #:					1333		
Exam Plan:	SR CLERK						
Class Title:	SR CLERK						
Recruiter:	Lechvar, Gina						
1	Application Received						
		27988888	Fail	Does Not Meet Minimum Qualifications	f	b	26-39
		45858259	Fail	Does Not Meet Minimum Qualifications	f	b	26-39
		23943417	Fail	Does Not Meet Minimum Qualifications	f	w	22-25
		45816603	Fail	Does Not Meet Minimum Qualifications	f	w	26-39
		41596001	Fail	Withdrew from process	f	w	40-55
		45855973	Fail	Does Not Meet Minimum Qualifications	m	w	18-21
		45804685	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
		45884927	Fail	Does Not Meet Minimum Qualifications	m	w	22-25
2	Written Exam						
		45445449	Pass	Scored above 70%	f	b	26-39
		45635356	Pass	Scored above 70%	f	w	40-55
		1902063	Pass	Scored above 70%	f	w	40-55
		1987566	Pass	Scored above 70%	f	w	40-55
		24676672	Pass	Scored above 70%	f	w	56-70
		34578410	Pass	Scored above 70%	m	a	22-25
		8999728	Pass	Scored above 70%	f	na	26-39
		4406310	Pass	Scored above 70%	f	w	26-39
		953271	Pass	Scored above 70%	f	w	26-39
		3876317	Pass	Scored above 70%	f	w	40-55
		45849959	Pass	Scored above 70%	f	na	
		33969455	Pass	Scored above 70%	f	w	26-39
		45851314	Pass	Scored above 70%	f	w	40-55
		28208531	Pass	Scored above 70%	f	w	26-39
		45806562	Pass	Scored above 70%	f	w	26-39
		45820341	Pass	Scored above 70%	f	w	26-39
		21977926	Pass	Scored above 70%	f	b	26-39
		22280865	Pass	Scored above 70%	f	b	40-55
		25362932	Pass	Scored above 70%	f	w	40-55
		25355174	Pass	Scored above 70%	f	b	26-39
		45817775	Pass	Scored above 70%	f	b	26-39
		13196990	Pass	Scored above 70%	f	w	26-39
		41127628	Pass	Scored above 70%	f	w	40-55
		36669964	Pass	Scored above 70%	f	h	26-39
		6227945	Pass	Scored above 70%	f	w	26-39
		38950769	Fail	Scored below 70%	f	w	26-39

	37912347	Fail	Did not show for test	f	b	26-39
	43496228	Fail	Did not show for test	f	b	26-39
	34479954	Fail	Did not show for test	f	b	26-39
	34410766	Fail	Did not show for test	f	b	40-55
	14813364	Fail	Withdrew from process	f	b	40-55
	21299438	Fail	Did not show for test	f	h	26-39
	45809865	Fail	Did not show for test	f	h	40-55
	42281491	Fail	Did not show for test	f	h	40-55
	28908653	Fail	Withdrew from process	f	h	56-70
	44836509	Fail	Did not show for test	f	na	40-55
	34447717	Fail	Did not show for test	f	w	22-25
	43681668	Fail	Did not show for test	f	w	22-25
	31179496	Fail	Did not show for test	f	w	22-25
	15617086	Fail	Did not show for test	f	w	26-39
	19104625	Fail	Did not show for test	f	w	26-39
	28478843	Fail	Did not show for test	f	w	26-39
	26793281	Fail	Did not show for test	f	w	26-39
	45824057	Fail	Did not show for test	f	w	26-39
	34578900	Fail	Did not show for test	f	w	26-39
	45618429	Fail	Did not show for test	f	w	26-39
	38625115	Fail	Did not show for test	f	w	26-39
	25457588	Fail	Did not show for test	f	w	26-39
	39833490	Fail	Did not show for test	f	w	26-39
	30978255	Fail	Did not show for test	f	w	26-39
	45809553	Fail	Did not show for test	f	w	26-39
	33870370	Fail	Did not show for test	f	w	26-39
	41746585	Fail	Did not show for test	f	w	26-39
	41427928	Fail	Did not show for test	f	w	26-39
	26153023	Fail	Did not show for test	f	w	26-39
	40891294	Fail	Did not show for test	f	w	26-39
	10897983	Fail	Did not show for test	f	w	40-55
	8124296	Fail	Did not show for test	f	w	40-55
	24581296	Fail	Did not show for test	f	w	40-55
	45829030	Fail	Did not show for test	f	w	40-55
	45037877	Fail	Did not show for test	f	w	40-55
	45844680	Fail	Did not show for test	f	w	40-55
	1245266	Fail	Did not show for test	f	w	40-55
	3353286	Fail	Did not show for test	f	w	40-55
	38165580	Fail	Did not show for test	f	w	40-55
	43093626	Fail	Did not show for test	f	w	56-70
	44040656	Fail	Did not show for test	f	w	56-70
	3372092	Fail	Did not show for test	f	w	56-70
	7120624	Fail	Withdrew from process	m	am	26-39
	36983601	Fail	Did not show for test	m	w	26-39
	8259546	Fail	Did not show for test	m	w	26-39
	22684555	Fail	Withdrew from process	m	w	26-39
	30857012	Fail	Did not show for test	m	w	40-55
	45254744	Fail	Did not show for test	m	w	56-70

	Eligible	36774213	Active	Scored above 70%	f	w	22-25
		18728930	Active	Scored above 70%	f	w	40-55
		21201675	Active	Scored above 70%	f	w	40-55
		37495613	Active	Scored above 70%	f	w	40-55
		45838026	Active	Scored above 70%	f	w	40-55
		20077958	Active	Scored above 70%	m	w	26-39
		39385573	Active	Scored above 70%	m	w	22-25
		630398	Active	Scored above 70%	f	w	40-55
		19527596	Active	Scored above 70%	f	w	40-55
		36966729	Active	Scored above 70%	f	w	40-55
		45430737	Active	Scored above 70%	f	w	22-25
		34871914	Active	Scored above 70%	f	w	26-39
		22984193	Active	Scored above 70%	f	w	40-55
		45904383	Active	Scored above 70%	f	w	40-55
		40100358	Active	Scored above 70%	f	w	40-55

SR STOCK CLERK

- » Promotional position in the Fleet Division of Public Works
- » Written examination: 100%
- » List ready for certification
- » Salary range: \$41,543-\$51,654 | Teamsters Union

SR STOCK CLERK

Minimum Qualifications

- » **Successful completion of high school and three year's experience in automotive/truck parts room, stocking, distribution and inventory of supplies; or an equivalent combination of training and experience.**
- » **Must have legible handwriting and basic math skills.**
- » **Must maintain throughout duration of employment a valid Iowa Driver's License.**
- » **Must maintain Iowa residency throughout duration of employment (per Iowa Code 400.17).**

SR STOCK CLERK

Process Statistics

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

Applicants by Step Report

: Active Only

Generated by Gina Lechvar on 01/11/2021 16:45:13

Exam #:				1326			
Exam Plan:	Sr. Stock Clerk						
Class Title:	SR STOCK CLERK						
Recruiter:	Lechvar, Gina						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		22684555	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
2	Written Exam						
	Eligible	33766186	Active	Scored above 70%	m	w	40-55

THANK YOU

