

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: May 3, 2022
Time: 4:00 PM
Place of Meeting: City Hall – Conference Room B – 50 W 13th St.

Present: Commissioners Phil Baskerville, Carla Heathcote, Dan White
Also present: Adrienne Breitfelder, Jeremy Jensen, Kecia Dougherty

Oaths of office were administered to Commissioner White and Commissioner Baskerville.

Commissioner White called the meeting to order at 4:06 p.m.

1. Approval of minutes from the March 29, 2022 meeting. Motion by Baskerville to approve the minutes as submitted. Second by Heathcote. Motion carried 3-0.
2. Request to set the promotional examination process for the position of Assistant Chief of Police. Motion by Baskerville to accept the promotional examination process for the position of Assistant Chief of Police as recommended by Chief of Police, Jeremy Jensen. Second by White. A brief discussion was held regarding aspects of the examination process with Kecia Dougherty, Human Resources Strategic Workforce Equity Coordinator, explaining the steps of the examination process, scoring process and interview process. Motion carried 3-0.
3. Certify the list for the position of Police Officer. Motion by Heathcote to certify the list. Second by Baskerville. Discussion was held regarding the 6-month time frame of the certified list and when the examination is offered. Motion carried 3-0.
4. Adjournment. Motion by White to adjourn at 4:16 p.m. Second by Heathcote. Motion carried 3-0.

Civil Service Commission

Submitted by Pamela McCarron, Permit Clerk