

**CITY OF DUBUQUE, IOWA  
CIVIL SERVICE COMMISSION  
MINUTES**

**Government Body:** CIVIL SERVICE COMMISSION

**Date:** October 14, 2011

**Time:** 11:00 AM

**Place of Meeting:** City Hall – Conference Room B, 50 W. 13<sup>th</sup> Street

Present: Jim Schilling, Dan White

Others present: Personnel Manager Randy Peck, Police Chief Mark Dalsing, Kevin Klein, Abby Simon, Mark Ludescher

- 1. Approve Minutes of September 21, 2011 Meeting: Motion by Schilling.**  
Seconded by White. Motion carried 2-0.
- 2. Request to Schedule an Entrance Examination for the Position of Firefighter**  
Motion by Schilling to use McCann Associates as the testing source, CPAT for the agility test, use the exam rules as recommended by Personnel Manager Peck, and set the eligibility for one year. Seconded by White. Peck requested permission to set the application deadline and test date based on when the testing equipment arrives. Motion carried 2-0.
- 3. Request to Schedule an Entrance Examination for the Position of Foreman**  
Motion by White to set the entrance examination for the position of Foreman on November 9, 2011 at 6:00 p. m. with an application deadline of 5:00 p.m. on October 28. Seconded by Schilling. Schilling will serve as proctor. Motion carried 2-0.
- 4. Establish Passing Score for the Position of Equipment Operator I (9/28/11 exam)**  
Motion by White to set the passing score for the position of Equipment Operator I at 58 and above correct answers (68.8%) and certify the list as read for two years. Seconded by White. Motion carried 2-0.
- 5. Establish Passing Score for the Position of Inspector II (Take-Home Exam)**  
Motion by Schilling to set the passing score the position of Inspector II at 60% and certify the list for two years. Seconded by White. Motion carried 2-0.
- 6. Discussion about Police Promotional Testing**  
Police Chief Mark Dalsing provided background and cost information on converting the testing source for police promotional tests to Stanard from McCann following a police panel review of other cities' process. The current McCann test is outdated and does not relate to Dubuque police procedures. There would be an initial outlay of expense of up to \$9,000 for Stanard to perform an assessment of Dubuque's process and develop the test. Subsequent edits to test questions and scoring would be charged for separately if needed. Dalsing will present a formal request to the City Manager for approval and inclusion in the budget process. Motion by White to support the conversion. Seconded by Schilling. Motion carried 2-0.

**Adjournment:** Motion by Schilling to adjourn at 11:42 a.m. Seconded by White. Motion carried 2-0.

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Civil Service Commission

Submitted by Kevin S. Firnstahl, City Clerk

Approved at the meeting of \_\_\_\_\_