

## MINUTES

**Government Body:** Civil Service Commission  
**Date:** September 6, 2012  
**Time:** 3:00 p.m.  
**Place of Meeting:** City Hall – Conference Room A, 50 W. 13<sup>th</sup> Street

**Present:** Dan White, Betty Takes, Jim Schilling (arrived at 3:20 p.m.)  
**Also present:** Randy Peck, Mark Dalsing, Kevin Klein

**1. Approval of minutes from meeting of August 27, 2012.**

Motion by Takes to approve the minutes. Seconded by White. Motion carried 2-0.

**2. Schedule date for application deadline and promotional exam for the position of Police Corporal.** Motion by Takes to:

- a. Post the job opening on September 10;
- b. Set an application deadline of 5:00 p.m. on September 26;
- c. Set a test date of November 14 at 6:00 p.m. in the Dubuque Law Enforcement Center Training Room; and
- d. Preset the test score at 60%.

Chief Dalsing provide background on the new testing process and the selection of Stanard and Associates as the new testing agency. Seconded by White. Motion carried 2-0.

Motion by Takes to require four (4) years of experience with the Dubuque Police Department or five (5) years of combined experience with another agency. Seconded by White. Motion carried 2-0.

Commissioner Schilling was briefed upon arrival.

**3. Adjournment.** Motion by Takes to adjourn at 3:36 p.m.. Seconded by White. Motion carried 3-0.

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Civil Service Commission

Submitted by Kevin S. Firnstahl, City Clerk