

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION

Date: December 15, 2016

Time: 8:30 AM

Place of Meeting: City Hall, Conference Room A, 50 W 13th St.

Present: Commissioners Dan White and Mary Lynn Neuhaus

Also present: Randy Peck, Brant Schueller, Jean Nachtman, Candace Eudaley, Steve Fehsal, Jodi Johnson, Denise Ihrig, Mark Dalsing, Kevin Firnstahl, Todd Carr, Maureen Quann, Rose Hoerner, Tami Lansing

1. Approval of minutes from the October 25, 2016 meeting. Motion by Neuhaus to approve as submitted. Second by White. Motion carried 2-0.
2. Correspondence from Chris Cullen related to veteran's points on Civil Service examinations. Personnel Director Randy Peck and Assistant City Attorney Maureen Quann explained the process of how veteran's points are applied to civil service examinations and certified lists. Mr. Peck stated in part that an applicant must first pass the examination before veteran's point can be applied. This then determines their ranking on the certified list in accordance with State Law. He added that the ranking is not a determination of hiring order. Ms. Quann stated in part that the Federal Veteran's Preference Laws Mr. Cullen included in his correspondence does not apply to State Civil Service Laws. After discussion by commissioners and City staff, a motion was made by White to compose a letter to Mr. Cullen. Second by Neuhaus. Motion carried 2-0.
3. Schedule an entrance examination for the position of Police Officer. Motion by White to set the application deadline for February 8, 2017 at 5 p.m. with an examination date of March 11, 2017. Commissioner White to proctor. Motion carried 2-0.
4. Recertify the list for the position of Inspector II. Motion by Neuhaus to recertify the list to include all eligible candidates. Second by White. Motion carried 2-0.
5. Establish the passing score for the position of Water Meter Repairworker I. Motion by White to set the passing score of 64 (68.8%) and above correct answers and certify the list for Water Meter Repairworker I as read for two years. Second by Neuhaus. Motion carried 2-0.
6. Establish the passing score for the position of Account Clerk I. Motion by White to set the passing score of 69 (75%) and above correct answers and certify the list for Account Clerk I as read for two years. Second by Neuhaus. Motion carried 2-0.

7. Establish the passing score for the position of Urban Forester. Motion by White to set the passing score of 58 (53.2%) and above correct answers and certify the list for Urban Forester as read for two years. Second by Neuhaus. Motion carried 2-0.
8. Schedule an entrance examination for the position of Assistant Horticulturist. Motion by White to set the application deadline for January 20, 2017 at 5 p.m. with an examination date of January 31, 2017. Second by Neuhaus. Commissioner Neuhaus to proctor. Motion carried 2-0.
9. Adjournment. Motion by White to adjourn at 9:12 a.m. Second by Neuhaus. Motion carried 2-0.

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk