

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: November 21, 2017
Time: 4:30 PM
Place of Meeting: City Hall, Conference Room A, 50 W 13th St.

Present: Commissioners Mary Lynn Neuhaus, Christian Stillings, Dan White
Also present: Randy Peck, John Klostermann, Laura Carstens, Mark Dalsing

1. Approval of minutes from the October 10, 2017 meeting. Motion by Neuhaus to approve the minutes as submitted. Second by White. Motion carried 3-0.
2. Certify the list for the position of Assistant Chief of Police and Police Corporal. Promotional examinations were administered on September 20, 2017. Motion by Neuhaus to certify the list of eight (8) candidates for Assistant Chief of Police based on examination scores and the top ten (10) candidates for Police Corporal based on combined examination and interview scores as read for two (2) years. Second by White. Motion carried 3-0. Chief Dalsing left the meeting at 4:37 p.m.
3. Schedule an entrance examination for the position of Planning Technician. Motion by Neuhaus to set the application deadline for January 5, 2018 by 5 p.m. with an examination return deadline of January 26, 2018 by midnight. This will be a "take-home" style examination. Second by Stillings. Motion carried 3-0. Laura Carstens left the meeting at 4:40 p.m.
4. Establish the passing score for the position of Mechanic. Motion by White to set the passing score of 71 (71%) and above correct answers and certify the list for the position of Mechanic as read for one (1) year. Second by Stillings. Motion carried 3-0.
5. Establish the passing score for the position of Utility Worker. Motion by Neuhaus to set the passing score of 68 (69.4%) and above correct answers and certify the list for the position of Utility Worker as read for one (1) year. Second by Stillings. Motion carried 3-0.
6. Schedule an entrance examination for the position of Traffic Signal Technician II. Motion by White to set the application deadline for December 8, 2017 by 5 p.m. with an examination return deadline of December 22, 2017 by midnight. This will be a "take-home" style exam. Second by Neuhaus. Motion carried 3-0.
7. Adjournment. Motion by White to adjourn at 4:54 p.m. Second by Neuhaus. Motion carried 3-0.

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk