

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** December 21, 2018  
**Time:** 10:00 AM  
**Place of Meeting:** City Hall, Conference Room A, 50 W. 13<sup>th</sup> St.

Present: Commissioners Phil Baskerville, Christian Stillings

Also present: Randy Peck, Renee Tyler, John Klostermann, Rick Steines, Jodi Johnson, Denise Ihrig, Brant Schueller, Kyle Mueller, Todd Sieverding, Ryan Kieffer, Doug Merkes, Sam Janecke, Jeff Pregler, David Beaves, Mike Lynch, Chris Kohlman, Greg Harris, Mark Weitz, Russ Stecklein, and Joe Schmitt

1. Approval of minutes from the October 31, 2018 meeting. Motion by Baskerville to approve the minutes as submitted. Second by Stillings. Motion carried 2-0.
2. Communication from Personnel Director Randy Peck regarding the change in date for the civil service examination for the position of Scale Operator. Commissioner Stillings read the memo and recognized the date change of the examination from December 5, 2018 to December 6, 2018 due to scheduling conflicts at the examination location.
3. Establish the passing scores for the Fire Promotional exams of Fire Captain, Medical Officer, EMS Supervisor, Assistant Fire Chief, and Fire Lieutenant. Motion by Stillings to approve the passing score of 70 (70%) and above correct answers for all examinations as recommended by Fire Chief Rick Steines. Second by Baskerville. Motion carried 2-0. Kyle Mueller, Todd Sieverding, Ryan Kieffer, Doug Merkes, Sam Janecke, Jeff Pregler, David Beaves, Greg Harris, Mark Weitz, Joe Schmitt, and Mike Lynch left the meeting at 10:14 a.m.
4. Schedule an entrance examination for the position of Help Desk Support Technician. This will be a "take-home" style examination. Motion by Stillings to set the application deadline for January 16, 2019 at 5 p.m. and the examination turn-in date of February 6, 2019 by midnight. Second by Baskerville. Motion carried 2-0. Chris Kohlman left the meeting at 10:16 a.m.
5. Schedule a promotional examination for the position of Water Meter Repairworker II. Motion by Baskerville authorizing Personnel Director Randy Peck to set the date for submission of applications and the examination date. Second by Stillings. Motion carried 2-0.
6. Schedule an entrance examination for the position of Water Distribution Maintenance Worker. Motion by Stillings authorizing Personnel Director Randy Peck to set the date for submission of applications and the examination date. Second by Baskerville. Motion carried 2-0. Denise Ihrig and Brant Schueller left the meeting at 10:20 p.m.
7. Schedule a promotional examination for the position of Lead Mechanic. Motion by Baskerville to set the date for submission of applications for January 8, 2019 at 5 p.m. and the examination sometime during the week of January 14, 2019. Permit Clerk Pam McCarron will contact Commissioner White to confirm a date for this examination. Second by Stillings. Motion carried 2-0.

8. Establish the passing score for the position of Bus Operator. Motion by Stillings to set the passing score of 51 (71.8%) and above correct answers and certify the list for the position of Bus Operator as read for one (1) year. Second by Baskerville. Motion carried 2-0. Renee Tyler and Russ Stecklein left the meeting at 10:31 a.m.
9. Establish the passing score for the position of Scale Operator. Motion by Stillings to set the passing score of 44 (69.8%) and above correct answers and certify the list for the position of Scale Operator as read for one (1) year. Second by Baskerville. Motion carried 2-0.
10. Adjournment. Motion by Stillings to adjourn at 10:52 a.m. Second by Baskerville. Motion carried 2-0.

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Civil Service Commission

Submitted by Pam McCarron, Permit Clerk