

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** Sept. 20, 2019  
**Time:** 2:30 PM  
**Place of Meeting:** City Hall, Conference Room A, 50 W. 13<sup>th</sup> St.

Present: Commissioners Phil Baskerville, Dan White

Also present: Randy Peck, Denise Blakeley-Ihrig, Jenny Larson, Jennifer Raber, Arielle Swift, Randy Gehl, Mark Murphy, John Klostermann, Mark Dalsing,

1. Approval of minutes from the August 20, 2019 meeting. Motion by Baskerville to approve the minutes as submitted. Second by White. Motion carried 2-0.
2. Request to schedule an entrance examination for the position of Cashier. Motion by Baskerville to set the application deadline date for October 15, 2019 at 5 p.m. with an examination date of October 24, 2019. Second by White. Commissioner White to proctor. Motion carried 2-0.
3. Request to schedule and entrance examination for the position of Mechanic. Motion by Baskerville authorizing the Human Resources Director to set the deadline date for submission of applications and the examination date. Second by White. Motion carried 2-0.
4. Request to schedule an entrance examination for the position of Police Officer. Police Chief Dalsing spoke on the examination process for the position of Police Officer. Motion by White to set the examination date of February 1, 2020 as recommended by Police Chief Dalsing. Second by Baskerville. Commissioner Baskerville to proctor. Motion carried 2-0. Mark Dalsing, Jenny Larson, and Jennifer Raber left the meeting at 2:44 p.m.
5. Request to schedule an entrance examination for the position of Environmental Coordinator. Motion by White to set the application deadline date for October 15, 2019 at 5 p.m. with an examination date of October 30, 2019. Second by Baskerville. Commissioner Baskerville to proctor. Motion carried 2-0.
6. Request to schedule an entrance examination for the position of Public Safety Dispatcher. Motion by Baskerville authorizing the Human Resources Director to set the deadline date for submission of applications and the examination date. Second by White. Motion carried 2-0. Mark Murphy left the meeting at 2:50 p.m.
7. Request to schedule an entrance examination for the position of Communications Assistant. Motion by White authorizing the Human Resources Director to set the deadline date for submission of applications and the examination date. Second by Baskerville. Motion carried 2-0. Randy Gehl left the meeting at 2:51 p.m. and Denise Blakeley-Ihrig left the meeting at 2:52 p.m.
8. Establish the passing score for the position of Water Plant Operator. Motion by Baskerville to set the passing score of 33 (66%) and above correct answers and certify the list for the position of Water Plant Operator as read for one (1) year. Second by White. Motion carried 2-0. Randy Gehl left the meeting at 2:51 p.m. and Denise Blakeley-Ihrig left the meeting at 2:52 p.m.
9. Establish the passing score for the position of Utility Worker. Motion by Baskerville to set the passing score of 40 (66.7%) and above correct answers and certify the list for the position of Utility Worker as read for one (1) year. Motion carried 2-0.

10. Establish the passing score for the position of Sanitation Driver. Motion by Baskerville to set the passing score of 33 (71.7%) and above correct answers and certify the list for the position of Sanitation Worker as read for one (1) year. Motion carried 2-0.

11. Adjournment. Motion by White to adjourn at 3:06 p./m. Second by Baskerville. Motion carried 2-0.

---

---

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk