

**CITY OF DUBUQUE, IOWA  
PUBLIC NOTICE OF MEETING**

**AGENDA**

**Government Body:**     **CIVIL SERVICE COMMISSION**  
**Date:**                   **March 19, 2020**  
**Time:**                   **10:00 AM**  
**Place of Meeting:**     **City Hall - Conference Room A, 50 W 13<sup>th</sup> St.**

NOTICE IS HEREBY GIVEN that the above identified governmental body will meet at the time, date and place as set forth above.

The TENTATIVE AGENDA for the meeting is as follows:

1. Approval of minutes from the January 30, 2020 meeting.
2. Recommendation for waiver of typical examination process for civil service examinations scheduled for March 24 and April 1.
3. Adjournment.

This notice is given pursuant to Chapter 21, Code of Iowa, and applicable local regulations of the City of Dubuque, Iowa and/or governmental body holding the meeting.

/s/Kevin S. Firnstahl, CMC, City Clerk

Individuals with limited English proficiency, vision, hearing or speech impairments or requiring special assistance should contact the City Clerk's Office at (563) 589-4100, TDD/TTY (563) 690-6678, [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org) as soon as feasible. Deaf or hard-of-hearing individuals can use Relay Iowa by dialing 711 or (800) 735-2942.

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** January 30, 2020  
**Time:** 2:30 PM  
**Place of Meeting:** City Hall Annex, Conference Room II, 1300 Main St.

Present: Commissioners Phil Baskerville, Dan White

Also present: Jeremy Jensen, Mark Dalsing, John Klostermann, Tusdee Blus, Justin Harris-Davis, Bob Schiesl, Renee Tyler (arrived at 2:41 p.m.)

1. Approval of minutes from the December 19, 2019 meeting. Motion by Baskerville to approve the minutes as submitted. Second by White. Motion carried 2-0.
2. Certify the list for the position of Police Corporal. A promotional examination was administered on December 12, 2019. Motion by Baskerville to certify the list of ten (10) candidates based on combined examination and interview scores as read for two years. Second by White. Motion carried 2-0. Jeremy Jensen and Mark Dalsing left the meeting at 2:36 p.m.
3. Request to schedule an entrance examination for the position of Bus Operator. Motion by White authorizing Human Resources and the City Clerk's Office 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 Landfill Equipment Operator. Motion by White authorizing Human Resources and the City Clerk's Office to set the deadline date for submission of applications and the examination date. Second by White. Motion carried 2-0.
5. Request to schedule an entrance examination for the position of Scale Operator. Motion by White authorizing Human Resources and the City Clerk's Office to set the deadline date for submission of applications and the examination date. Second by White. Motion carried 2-0.
6. Request to schedule an entrance examination for the position of Lead Mechanic. Motion by White authorizing Human Resources and the City Clerk's Office to set the deadline date for submission of applications and the examination date. Second by White. Motion carried 2-0.
7. Request to schedule an entrance examination for the position of Mechanic. Motion by White to set the application deadline date of February 23, 2020 at 11:59 p.m. with an examination date of March 3, 2020. Second by White. Commissioner Baskerville to proctor. Motion carried 2-0.
8. Establish the passing score for the position of Traffic Engineer. Motion by Baskerville to accept the passing score of 70% or above for the position of Traffic Engineer. There will be no certified list for this position as none of the candidates achieved the passing score of 70% or above. Second by White. Motion carried 2-0.

Adjournment. Motion by White to adjourn at 2:48 p.m. Second by Baskerville. Motion carried 2-0.

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Civil Service Commission



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**TO:** Civil Service Commission

**FROM:** Kevin Firnstahl, City Clerk  
Shelley Stickfort, Director of Human Resources

**DATE:** March 17, 2020

**SUBJECT: Waiver of Typical Examination Process for March 24, (Landfill Operator) and April 1, 2020 (Scale Operator) Positions.**

In light of State of Iowa Governor Reynolds' issuance of a State Public Health Disaster Emergency activating the public health response and recover aspects of the State Disaster Emergency Plan effective and noon on Tuesday, March 17, 2020, and the City of Dubuque Mayor's Proclamation on March 16, 2020 providing in relevant part that gatherings of 50 or more people on public property are prohibited, City Clerk Kevin Firnstahl and Director of Human Resources Shelley Stickfort recommend the following:

The Civil Service Commission (Commission) shall exercise its discretion provided within Iowa Code Chapter 400 regarding the application or appointment of persons, not applying for police or fire positions, regarding civil service examinations. The civil service examinations scheduled by the Commission for March 24, 2020 for Scale Operator and on April 1, 2020 for Landfill Equipment Operator anticipated to have 50 (fifty) or greater testers shall not be carried out at a testing sight as per prior practice.

Instead, "examination for the purpose of determining the qualifications of applicants" (Iowa Code §400.8 1.) shall be carried out through a standardized hiring process administered through a hiring manager and/or search committee that determines qualified candidates based upon fair interviews and/or work product assessment that evaluates the "mental and physical ability of the applicant to discharge the duties of the positions to which the application seeks appointment" (Iowa Code §400.8 1).

The Commission's approval of this recommendation is requested.

cc: Mike Van Milligen, City Manager  
John Klosterman, Public Works Director