

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: February 12, 2019
Time: 1:00 PM
Place of Meeting: City Hall, Conference Room A, 50 W. 13th St.

Present: Commissioners Phil Baskerville, Dan White

Also present: Randy Peck, John Klostermann, Brant Schueller, Steve Fehsal,

Personnel Manager Peck requested that Item #2 be removed from the Agenda.

1. Approval of minutes from the December 21, 2018 meeting. Motion by Baskerville to approve the minutes as submitted. Second by White. Motion carried 2-0.
2. Schedule an entrance examination for the position of Water Plant Manager. This item was removed from the agenda.
3. Schedule an entrance examination for the position of Forestry Technician. Motion by White to set the application deadline for March 4, 2019 at 5 p.m. with an examination date of March 14, 2019. Second by Baskerville. Commissioner White to proctor. Motion carried 2-0.
4. Schedule an entrance examination for the position of Assistant Horticulturist. Motion by White to set the application deadline for March 11, 2019 at 5 p.m. with an examination date of March 19, 2019. Second by Baskerville. Commissioner Baskerville to proctor. Motion carried 2-0.
5. Schedule a promotional examination for the position of Foreman. Motion by White to set the application deadline for February 25, 2019 at 5 p.m. with an examination date of March 6, 2019. Second by Baskerville. Commissioner Baskerville to proctor. Motion carried 2-0.
6. Schedule an alternative examination date for the position of Water Distribution Maintenance Worker. Personnel Manager Peck spoke regarding the initial examination date of February 5, 2019 and recommended a make-up date for those who could not make the examination due to weather conditions. Motion by White to set the make-up date for February 19, 2019. Second by Baskerville. Commissioner White to proctor. Motion carried 2-0.
7. Establish the passing score for the position of Lead Mechanic. Motion by Baskerville to set the passing score of 53 (70.7%) and above correct answers and certify the list for the position of Lead Mechanic as read for two (2) years. Second by White. Motion carried 2-0.
8. Establish the passing score for the position of GIS Applications Specialist. Motion by White to set the passing score of 30 (63%) and above correct answers and certify the list for the position of GIS Applications Specialist as read for one (1) year. Second by Baskerville. Motion carried 2-0.
9. Adjournment. Motion by Baskerville to adjourn at 1:17 p.m. Second by White. Motion carried 2-0.

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk