

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: March 7, 2019
Time: 3:30 PM
Place of Meeting: City Hall, Conference Room A, 50 W. 13th St.

Present: Commissioners Phil Baskerville, Dan White

Also present: Randy Peck, Brant Schueller, Mark Dalsing, Denise Ihrig, Chris Kohlmann, Jeremy Jensen, Jenny Larson

Personnel Manager Peck requested that item #8 be moved to item #2 on the Agenda. Motion by Baskerville to move agenda item #8 to #2. Second by White. Motion carried 2-0.

1. Approval of minutes from the February 12, 2019 meeting. Motion by Baskerville to approve the minutes as submitted. Second by White. Motion carried 2-0.
2. Establish the passing score for the position of Help Desk Support Technician. Motion by White to set the passing score of 41 (69%) and above correct answers and certify the list for the position of Help Desk Support Technician as read for one (1) year. Second by Baskerville. Motion carried 2-0. Chris Kohlmann left the meeting at 3:37 p.m.
3. Certify the list for the position of Police Officer. A written examination was given on January 26, 2019. Motion by White to certify the list of thirty-two (32) applicants based on the combined scores of the written test, average scores of the group interview oral examination, and individual oral examinations as recommended by Police Chief Mark Dalsing. Second by Baskerville. Motion carried 2-0. Jeremy Jensen left the meeting at 3:40 p.m.
4. Request to schedule an entrance examination for the position of Budget/Financial Analyst. This will be a "take-home" style examination. Motion by Baskerville to set the application deadline for March 22, 2019 by 5 p.m. with an examination deadline of April 5, 2019 by midnight. Second by White. Motion carried 2-0.
5. Request to schedule an entrance examination for the position of Payroll Accountant. This will be a "take-home" style examination. Motion by White to set the application deadline for March 22, 2019 at 5 p.m. with an examination deadline of April 5, 2019 by midnight. Second by Baskerville. Motion carried 2-0.
6. Request to schedule an entrance examination for the position of Accountant. Motion by Baskerville authorizing Personnel Director Peck to set the deadline date for submission of applications and the examination date. Second by White. Motion carried 2-0. Jenny Larson left the meeting at 3:44 p.m.
7. Request to schedule an entrance examination for the position of Civil Engineer I. This will be a "take-home" style examination. Motion by White authorizing Personnel Director Peck to set the deadline date for submission of applications and the examination date.
8. Request to schedule and entrance examination for the position of Industrial Electronics Technician. Motion by White authorizing Personnel Director Peck to set the deadline date for submission of applications and the examination date. Second by Baskerville. Motion carried 2-0.

9. Establishing the passing score for the position of Water Distribution Maintenance Worker. Motion by White to set the passing score of 53 (67.1%) and above correct answers and certify the list for the position of Water Distribution Maintenance Worker as read for one (1) year. Second by Baskerville. Motion carried 2-0.

10. Adjournment. Motion by Baskerville to adjourn at 3:54 p.m. Second by White. Motion carried 2-0.

Civil Service Commission

Submitted by Pam McCarron, Permit Clerk