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**Civil Service Commission
December 20, 2018
Minutes**

Commissioners Nancy Harris, Commissioner
Present: Paul Peglow, Commissioner

Absent: Mary Stevens, Chair
Gregg Davison, Ex officio member

Other Staff Present: Dave Rierson, Fire Chief
Justin Nickel, Public Works Director
Bob Ranson, WPCP Superintendent

The Civil Service Commission met on December 20, 2018 in the City Council Chamber at located at 10 W State Street, according to posted notices.

Harris called the meeting to order at 12:04PM.

Item #1 – December 6, 2018 minutes

Harris moved to approve the minutes for December 6, 2018, second by Peglow. Motion approved 2-0.

Item #2 – Fire Marshal – New Hire List

The Fire Marshal process was followed for the Fire Marshall opening. The process consisted of a 100 question written exam and an oral interview conducted by 3 Fire Marshals from around Iowa. The scores from the two processes were combined to come up with a final score. A ranked list was presented by Chief Rierson to the Commission for approval. Peglow moved to approve the ranked list, second by Harris. Motion approved 2-0.

Item #3 – WPCP Operator – Testing Process

Bob Ranson presented the testing process for the WPCP Operator position. This will consist of application questions and an interview, independently rated by 3 City staff. The position will be advertised at community colleges with the required certificate program. A ranked list will be brought back to the Commission for approval once the process is complete. Harris moved to approve the testing process, second by Peglow. Motion approved 2-0.

City Council

Leon Lamer, Bill Martin, Gabe Isom, Al Hoop,
Sue Cahill, Mike Gowdy, Bethany Wirin



Item #4 – Civil Engineering Assistant II – Testing Process

Justin Nickel presented the testing process for the Civil Engineer Assistant II position. This will consist of an application and interview. A ranked list will be brought back to the commission for approval. Harris moved to approve the testing process, second by Peglow. Motion approved 2-0.

The Commission meeting adjourned at 12:15PM.

Respectfully submitted,

Jill Petermeier, HR Director