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**Civil Service Commission
July 23, 2019
Minutes**

Commissioners Nancy Harris, Commissioner
Present: Paul Peglow, Commissioner

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

Other Staff Present: Public Works Director Justin Nickel
Street Superintendent Rick Legg
Transit Superintendent Kevin Pigors
Police Captain Chris Jones

The Civil Service Commission met on July 23, 2019, in the City Council Chambers Conference Room at located at 10 W State Street, according to posted notices.

Acting Chair Harris called the meeting to order at 12:00 PM.

Item #1 – April 30, 2019, minutes

Harris moved to approve the minutes for April 30, 2019, second by Peglow. Motion approved 2-0.

Item #2 – Street Mechanic – New Hire List

After posting of the position and testing as per the order of the Civil Service Commission on April 30, 2019, two candidates are recommended for the New Hire List, that will expire in one year. The list is ranked based on test scores. Superintendent Legg indicated the testing process was a success, with a natural break in the final scoring of the six candidates. The bottom four candidates scored much below the top two candidates. Should the list become exhausted prior to expiration, additional testing will be necessitated to develop a new list. Initial interest in the position offering was below expectation. However, Superintendent Legg is confident future position offerings for this position will draw more candidates.

Harris moved to approve the ranked new hire list, second by Peglow. Motion approved 2-0.

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



Item #3 – Civil Engineer Assistant II – New Hire List

Following posting of the position opening and testing for the Civil Engineer Assistant II as per the order of the Civil Service Commission on December 20, 2018, one candidate was applied and was recommended for the New Hire list, expiring on July 23, 2020. Public Works Director Justin Nickel was present to answer questions. Nickel explained the candidate does not have civil engineering experience, however, his background as an electrician and his aptitude meet the position requirement, and the job market for engineers is very competitive state-wide, with many positions being difficult to fill.

Peglow moved to approve the New Hire list as recommended, second by Harris. Motion carried 2-0.

Item #4 – Police Officer – Testing Process

Police Captain Jones addressed the Commission, announcing the new hire list for Police Officers recently expired, with the department having one opening, asked the commission to certify the test for development of a new list. Jones asked the Commission to start advertising the position immediately, with testing in September, 2019. The test will be similar to those in the past, using the application, POST test, physical test, evaluation panel with five individuals in the department, and adding a new interview with the Chief, comprising 33% of the total test score. Peglow asked for more information at the next meeting regarding statistics of other city's testing, regarding the percentage on chief's input on overall score. Jones explained the previous test scoring process did not include the chief's input. Adding the chief's interview as part of the total points more accurately reflects the candidate's overall score.

Peglow moved to order the testing process as described, second by Harris. Motion carried 2-0.

Item #5 – Transit Office Assistant – Testing Process

Transit Superintendent Pigors presented the testing process for the Transit Office Assistant. The new full-time position has an interested internal candidate. The candidate must have a CDL within 30 days of hire and will also serve as a backup driver. Pigors described the testing process, which consists of questions in an interview setting.

Harris moved to order the testing process as described, second by Peglow. Motion carried 2-0.

The Commission meeting adjourned at 12:36 PM.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk