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**Civil Service Commission
November 10, 2015
Minutes**

Commissioners Mary Stevens, Chair
Present: Nancy Harris, Commissioner
Paul Peglow, Commissioner

Absent: Gregg Davison, Ex officio member

Other Staff Present: Justin Nickel, Public Works Director
Rich Stone, Transit Administrator
Jeff Roads, Street Superintendent
Terry Gray, Park & Rec Director
Chris Jones, Captain – Police Department
Jill Petermeier, HR Director

The Civil Service Commission met on November 10, 2015, in the Council Chambers at the City Carnegie Building located at 10 W State St, according to posted notices.

Chair Stevens called the meeting to order at 5:32PM.

Item #1 – Peglow moved to approve the minutes from September 8, 2015, second by Harris. Motion approved 3-0.

Item #2 – New Hire List Police Officer

Captain Jones presented a ranked hire list. Twenty candidates were interviewed and the top 10 of those candidates are being presented on the new hire list which will be good for a period of one year. Peglow moved to accept the Police Officer New Hire list, second by Harris. Motion carried 3-0.

Item #3 – Street Maintenance Worker IV – Testing Process

Justin Nickel presented the testing process to the Commissioners. This will be posted in the division per the PPME contract for a period of 3 days. There will be a hands on skills test, evaluated by Jeff Roads, Street Superintendent and Brad Weuve, Parks Superintendent. Then an interview with Justin Nickel, Public Works Director, Jeff Roads, Street Superintendent and Jill Petermeier, HR Director. A list will be brought back to the Commission in mid-December for approval. Stevens moved to approve the Street Maintenance Worker IV testing process, second by Peglow. Motion carried 3-0.

City Council

Leon Lamer, Bill Martin, Joel Greer, Al Hoop,
Robert Schubert, Mike Gowdy, Bethany Wirin



Item #4 – Transit Operator (Full Time) – Testing Process – Entrance exam

Justin Nickel presented the new hire testing process to the Commissioners. This process will consist of applications beginning accepted through mid/late November. There are two eligible part-time workers who could apply during a three day posting period; however neither is interested so it will be posted externally. Here is no hands on test for this position as it is all on the job training. Justin Nickel, Public Works Director and Rich Stone, Transit Administrator will conduct the interviews and bring a new hire list back to the Commission for approval in December. Stevens moved to approve the Transit Operator testing process, second by Peglow. Motion carried 3-0.

Item #5 – Horticulturist – Testing Process – Entrance Exam

Terry Gray, Park & Recreation Director presented the testing process to the Commissioners. This process will consist of applications being rated by Terry Gray, Park & Recreation Director and Brad Weuve – Parks Superintendent. Candidates falling within a natural break will be invited to interview and then take a skills assessment. Interviews will be with Terry Gray, Park & Recreation Director, Brad Weuve, Parks Superintendent and Jill Petermeier, HR Director. After the interview they will take a skills assessment. Candidates must score 60% or better. A ranked list will be brought back to the Commissioners in mid-December for approval. Stevens moved to approve the Horticulturist testing process, second by Peglow. Motion carried 3-0.

Item #6 – Firefighter Testing Process – Entrance Exam

Chief Rierson presented information related to the fire fighter entrance testing process. This process included a physical test, followed by a written test and then panel interview. The Cooper Test will again be used for the physical portion of the testing. At any point during this physical test, if the established standards are not met, the candidate will no longer be considered. If they successfully pass, they will move on to the written test that afternoon. If a score of 70% is achieved on the written test, they will proceed to the interview. The interview panel will consist of fire department personnel, the Fire Chief and the HR Director. After the interview, a ranked list of the top 10 will be brought back to the Commission in mid-January for approval. Peglow moved to approve the Firefighter testing process, second by Harris. Motion carried 3-0.

The Commission meeting adjourned at 5:58PM, upon motion by Stevens and second by Peglow. Motion carried 3-0.

Respectfully submitted,
Jill Petermeier, HR Director