



Joel Greer, Mayor  
Carol Webb, City Administrator  
Jill Petermeier, Human Resources Director  
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**Civil Service Commission**

**July 24, 2025**

**Minutes**

**Commissioners** Nancy Harris, Chair

**Present:** Kiyoko Kieffer, Commissioner – by phone

**Absent:** Chris Bennett, Commissioner

**Other Staff Present:** Chris Cross – Fire Chief  
Kiel Stevenson – Police Captain  
Kelsie Stafford – Park & Rec Director

The Civil Service Commission met in person according to posted notices on July 24, 2025. Chair Harris called the meeting to order at 12:00 PM.

**Item #1 – Approve minutes for May 15, 2025**

Harris moved to approve the minutes as presented, second by Kieffer. Motion carried 2-0.

**Item #2 – Fire Captain Promotional Process**

Cross presented – The process will consist of written personnel scenarios that this level position may come across, oral tactical exercises, a Chief interview and a panel interview. This is open to internal candidates only at this time. A ranked list will be brought back to the Commission upon completion. Harris moved to approve the process as presented, second by Kieffer. Motion carried 2-0.

**Item #3 – Fire Lieutenant Promotional Process**

Cross presented – Dependent on who applies for the Captain process, the Lieutenant process will be posted. The process will consist of written personnel scenarios that this level position may come across, oral tactical exercises, a Chief interview and a panel interview. This is open to internal candidates only at this time. A ranked list will be brought back to the Commission upon completion. Kieffer moved to approve the process as presented, second by Harris. Motion carried 2-0.

**Item #4 – Police Intelligence Analyst – Testing Process**

Stevenson presented – This is a new position at the police department. The process will consist of an application and panel interview. The individual will be cross trained to assist records in the records clerk's absence. Harris moved to approve the process as presented, second by Kieffer. Motion carried 2-0.

**Item #5 – Park Maintenance Worker – Testing Process**

Petermeier presented – This is an entry level position level position. The same process is being used as was approved in early 2024. It consist of an application with essay questions (this helps to establish a skill set of the candidates to bring it to a manageable number if a large quantity of candidates apply) and a panel interview with the PR Director, Parks Supervisor and HR Director. A ranked list will be brought back to the Commission upon completion. Kieffer moved to approve the process as presented, second by Harris. Motion carried 2-0.

The Commission meeting adjourned at 12:17 PM.

Respectfully submitted, Jill Petermeier, HR Director

**City Council**

Gary Thompson, Jeff Schneider, Mark Mitchell  
Mike Ladehoff, Barry Kell, Greg Nichols, Melisa Fonseca