

Urbandale Civil Service Commission Minutes
Thursday, March 8, 2018

The Urbandale Civil Service Commission met at 9:00 a.m. on Thursday, March 8, 2018 at the Urbandale City Hall, 3600 86th Street. Answering roll call were the following Commissioners: Janet Trentmann, Jim Trotter, Cliff Swartz. Absent: none. Also present were Human Resources Director Karla Lower, Human Resources Analyst Kate Kanne, Director of Engineering and Public Works Dave McKay, Assistant Director of Public Works Tim Stovie, Police Chief Rob Johansen, Police Captain Matt Logsdon, Fire Chief Jerry Holt, Assistant Director of Parks Kevin James, Parks Supervisor Chad Millang, Chief Deputy City Clerk Nicole Lunders, City Clerk Deb Mains

Chair Swartz read the CHARACTER COUNTS! statement.

Trentmann moved, seconded by Trotter to approve the agenda as posted. On roll call, Ayes: Trentmann, Trotter, Swartz. Nays: none. Motion carried.

Trotter moved, seconded by Trentmann to approve the February 20, 2018 Commission minutes as written. On roll call, Ayes: Trentmann, Trotter, Swartz. Nays: none. Motion carried.

Following a review of the recommended recruitment process, Trentmann moved, seconded by Trotter to approve the Physical Agility Test and standards set by the Iowa Law Enforcement Academy; approve the P.O.S.T. test with a pass rate of eighty-five percent; approve the written questionnaire, with a pass rate of seventy percent; approve those with a combines score from the POST and written questionnaire who are the top 40 scoring candidates (or those ties for 40th) advancing to the onsite interviews; approve a passing score of eighty percent for the onsite interview; and approve the final ranking, for the classification of Police Officer. On roll call, Ayes: Trentmann, Trotter, Swartz. Nays: none. Motion carried.

Following a review of the recommended recruitment process, Trotter moved, seconded by Trentmann to approve the recruitment process for the promotional classification of Police Captain, including the oral board interview guide, with a minimum passing score of seventy percent. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

Following a review of the proposed recruitment process, Trentmann moved, seconded by Trotter to approve the testing process for the classification of Firefighter/EMT-Firefighter/Paramedic; approve the physical ability test (pass/fail); approve the standardized IO Solutions written exam, with minimum passing score of seventy percent; and approve the interview guide, with minimum passing score of eighty percent. On roll call, Ayes: Trentmann, Trotter, Swartz. Nays: none. Motion carried.

Following a review of the proposed recruitment process, Trotter moved, seconded by Trentmann to approve the testing process of Driver/Engineer, including a written exam, with a minimum passing score of seventy percent; approve the practical exam, with a minimum passing score of seventy percent; and approve the oral board interview guide, with a minimum passing score of seventy percent. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

Following review of the recruitment process, Trentmann moved, seconded by Trotter to approve the Certified List for the promotional classification of Light Equipment Operator. On roll call, Ayes: Trentmann, Trotter, Swartz. Nays: none. Motion carried.

Following a review of the recruitment process, Trotter moved, seconded by Trentmann to approve the Certified List for the entry level classification of Laborer. On roll call, Ayes: Trotter, Trentmann, Swartz. Nays: none. Motion carried.

With no further business to come before the Commission, the meeting was adjourned at 9:05 a.m.

Clifford Swartz, Chair

Attest: _____
Debra Mains, City Clerk