

Urbandale Civil Service Commission Minutes
Wednesday, April 25, 2018

The Urbandale Civil Service Commission met at 9:00 a.m. on Wednesday, April 25, 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, Assistant Director of Engineering John Larson, Police Chief Rob Johansen, City Clerk Deb Mains

Chair Trentmann read the CHARACTER COUNTS! statement.

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

Trotter moved, seconded by Swartz to approve the March 8, 2018 Commission minutes as written. On roll call, Ayes: Trotter, Swartz, Trentmann. Nays: none. Motion carried.

Following a review of the recommended recruitment process, Swartz moved, seconded by Trotter to approve the classification of Traffic Signal Technician; approve the phone interview guide, with minimum passing score of seventy percent; and approve the oral board onsite interview guide, with minimum passing score of eighty percent. On roll call, Ayes: Swartz, Trotter, Trentmann. Nays: none. Motion carried.

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

Other items of discussion included the search for someone to succeed Commissioner Swartz, future recruitments for Police Officer and Firefighter, the July groundbreaking for Fire Station #43, summer positions still available, and a new hire at the Fire Department, Jackson Salter, was recognized for a successful CPR event.

With no further business to come before the Commission, the meeting was adjourned at 9:11 a.m.

Clifford Swartz, Chair

Attest: _____
Debra Mains, City Clerk