

Civil Service Commission  
Minutes, June 30, 2009

The Civil Service Commission met in regular session on Tuesday, June 30, 2009, at City Hall in the 2<sup>nd</sup> Floor Conference Room. Present were ex-officio member Melissa Nine, Chair of the Human Rights Commission and Commissioners Kloberdanz, Lowrance and Stevens. Also present: Human Resource Director Nathan Stucky, City Attorney Roger Nowadzky, Asst Police Chief Brian Batterson, and Fire Chief Larry Squiers.

Commissioner Kloberdanz called the meeting to order at 5:30 PM.

Lowrance moved to approve the minutes of June 2, 2009, second by Stevens. Motion approved 3-0.

Squiers reviewed the current testing procedure for the Fire Lieutenant promotional test.  
Iowa Solutions – a written exam, comprising 50% of the total score.  
Assessment Center – comprising 45% of the total score.  
Seniority points – maximum points of 5%.

Squiers asked the commission to consider changing the written test provider to Ergometrics, as the current test results are not indicative of performance. The new test provider includes a video based test portion in addition to a written component. The new test would evaluate communication and leadership skills needed for that position. Squiers intends to use the Ergometrics test as a screening tool, with the top five candidates advancing to the Assessment Center. The Assessment Center evaluation would not change. For the final five candidates: The Ergometrics test comprises 50% of the total score, the Assessment Center 45% with a maximum available seniority points, 5%. Veterans would receive an additional 5%. The written test is scheduled for August 26 and the Assessment center is scheduled for September 9. Kloberdanz moved to certify the testing procedure for the Fire Lieutenant promotional test, second by Stevens. Motion approved 3-0.

Assistant Police Chief Brian Batterson reviewed the testing procedure for new hire Communication Operators. The test consisted of the Wunderlich test, the 911 Zone Test. Individuals that received 35 points on the 911 Zone Test were eligible to be interviewed by the Assistant Police Chief and Communication Operator Supervisor Teresa Lang. Lang had reviewed test scores and discovered individuals scoring less than 35 points did not work out in the position. Batterson was pleased with the candidates on the final list and recommended the Commission approve the list for one year. Lowrance moved to certify the Communication Operators New Hire List for one year, second by Stevens. Motion approved 3-0.

Batterson reviewed the police entrance testing scheduled for July 27. The test consists of the standardized State Academy and physical test. Both tests are pass/fail. Stevens approved the testing procedure, second by Kloberdanz. Motion approved 3-0.

The police department intends to test for Sergeant promotional list sometime this fall, depending on the return of an officer currently in the military.

Due to state legislation defining veterans points are five percent of the total score, applied prior to the interview portion of the test, the commission does not need to address this issue.

Kloberdanz moved to approve the Civil Service Rules, second by Stevens. There were no substantive changes to the rules. Motion approved 3-0.

Nathan Stucky presented the July 1 Civil Service Seniority List to each commissioner.

The next meeting is tentatively scheduled for August 25 – agenda items include Police Entrance List; Designation of Clerk of the Commission being the Human Resources Director.

The meeting adjourned at 6:15 P.M.

Respectfully submitted,

Shari L. Coughenour, CMC, City Clerk  
Civil Service Commission Secretary

Approved: \_\_\_\_\_  
Steve Kloberdanz, Chair