

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
JULY 25, 2016

The City of Oskaloosa Civil Service Commission met Monday, July 25, 2016 at 4:00 p.m. Andy Holmberg called the meeting to order with Jake Huyser and Ken Seemann present. Also present were Fire Chief Mark Neff, Police Chief Jake McGee, Police Lieutenant Gary McClun and City Clerk Amy Miller.

It was moved by Seemann, seconded by Huyser to approve the December 21, 2015 minutes. Motion carried unanimously.

It was moved by Huyser, seconded by Seemann to decertify the Firefighter list dated December 21, 2015. Motion carried unanimously

The Commission discussed the Firefighter testing process. It was moved by Huyser, seconded by Seemann to approve the application process for Firefighter as attached to the minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Huyser to decertify the Police Officer listed dated October 14, 2015. Motion carried unanimously.

The Commission discussed the Police Officer testing process. It was moved by Huyser, seconded Holmberg to approve the application process for Police Officer as attached to the minutes. Motion carried unanimously.

The meeting adjourned at 4:24 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

## Oskaloosa Fire Department Entrance Examination

### Procedure Timeline

#### **08-03-2016**

Civil Service list posting to begin application period. Advertise on City of Oskaloosa Website, Firehouse.com, and mass emailing of list posting to fire departments

#### **08-26-2016 17:00**

Application period closes.

#### **09-02-2016**

Invitations to test letter mailed to candidates.

#### **09-17-2016**

09:00 Agility Test                      Time Cap: 10 minutes                      Pass/Fail  
12:30 Written Exam                      Proctored by: (Mike Dursky?)  
14:00-17:00

Scored Interviews (outside of area first). Panel to consist of Fire Chief, two Captains.

#### **09-18-2016**

Resume Scored Interviews. (If required)

#### **09-19-2016**

Candidates final score will consist of 50% of the written exam score and 50% of the interview score added together.

All candidates who participate the written exam and scored interview will be presented to the Civil Service Commission for consideration

#### **09-22-2016**

List of candidates to Civil Service Commission for certification.

**Applicant process:**

<b>Advertising:</b>	<b>Des Moines Register</b>	<b>July 31, 2016</b>
	<b>Oskaloosa Herald</b>	<b>August 3, 4, 5, 2016</b>
	<b>City Website</b>	<b>July 29, 2016</b>

**Applications due:** August 26, 2016 by 5 p.m.

**Testing** September 20 & 21, 2016

**MMPI** October 2016

**Conditional Certification:** October 2016

**Background Check/Polygraph:** October 2016

**Physical:** October 2016

**Hire:** November 2016

**Ad**

**POLICE OFFICER**  
**City of Oskaloosa**  
Information available online at  
[www.oskaloosaiowa.org](http://www.oskaloosaiowa.org)