

CITY OF OSKALOOSA
CIVIL SERVICE COMMISSION
August 6, 2014

The City of Oskaloosa Civil Service Commission met Wednesday, August 6, 2014 at 4:00 p.m. Andy Holmberg called the meeting to order with Jake Huyser and Ken Seemann present. Also present were Mark Neff, Fire Chief; Amy Miller, City Clerk and John McPhee with the Fire Service Training Bureau.

It was moved by Seemann, seconded by Huyser to approve the July 2, 2014 minutes. Motion carried unanimously.

Fire Chief Mark Neff and John McPhee with the Fire Service Training Bureau reviewed testing requirements and procedures.

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

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

The meeting adjourned at 5:12 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk

Oskaloosa Fire Department Entrance Exam

10-06-14

Civil Service list posting to begin application period

Advertise Oskaloosa Herald and Shopper, city website, firehouse and other free websites

10-31-14 17:00

Application period closes

11-03-14

Invitations to test letters mailed

11-15-14

09:00 Agility Test Pass/Fail

12:30 Written exam 80% passing proctored by: Mike Dursky?

14:00 Interviews (outside of area first)

11-17-14 Interviews if needed

11-18-14 Interviews if needed

11-20-14

List to Civil Service for certification

Oskaloosa Fire Department Promotional Assessment Center

09-15-2014: 0830hrs

Promotional packets available for pickup by candidates @ HR. (Includes timeline, procedures and study material information.

09-19-14 1700hrs

Promotional packet handout ceases

Procedure and Timeline

12-16-14 0900-1200hrs

Essay questions completed in council chambers. (Dylan Mulfinger?) to administer.

12-17-14 09:00-10:30

Written examination given proctored by John McPhee, Fire Service Training Bureau.
(required 80%passing)

09:00-10:15

Essay questions reviewed and scored by fire service panel.

11:00 (30-45 minutes per candidate)

Begin scenario based interviews.

12:00-13:00 Lunch provided to assessors

Finish review and scoring of essay questions

13:15-completion

Finish scenario based interviews.

After completion of scenario based interviews compile information.

12-18-14

List of final scores and list for certification to Civil Service