



City of Oskaloosa  
Civil Service Commission  
Lower Level Conference Room  
City Hall, 220 South Market Street  
Oskaloosa, Iowa 52577

## Agenda

### **Call to Order and Roll Call - Thursday, August 4, 2022, 4:30 P.M.**

1. **Roll Call:** \_\_\_\_\_ Campbell, \_\_\_\_\_ Holmberg
2. **Approve previous meeting minutes, subject to corrections**

Documents:

[MIN 20220601 Civil Service Minutes.pdf](#)

3. **Consider results of new officer testing and certify candidate list for Police Officers**

Documents:

[COM 20220804\\_Civil\\_Service.pdf](#)  
[Civil Service report 7-2022.pdf](#)  
[Applicant rankings for Civil Service.pdf](#)

4. **Adjournment**

If you require special accommodations, please contact the city manager's office at least 24 hours prior to the meeting at 641.673.9431.

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
JUNE 1, 2022

The City of Oskaloosa Civil Service Commission met Wednesday, June 1, 2022 at 5:00 p.m. Andy Holmberg called the meeting to order with Wyndell Campbell present. Also present were Police Chief Ben Boeke and City Clerk Amy Miller. Absent: None.

It was moved by Campbell, seconded by Holmberg to approve the November 3, 2021 minutes. Motion carried unanimously.

The Commission discussed the testing process and proposed timeline for the patrol officer position. It was moved by Holmberg, seconded by Campbell to approve the application process for patrol officer and timeline. Motion carried unanimously. Attached to the minutes is the proposed timeline.

It was moved by Campbell, seconded by Holmberg that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 5:13 p.m.

---

Andy Holmberg, Chairman

ATTEST:

---

Amy Miller, City Clerk

**Applicant process:**

Advertising: City Website	June 3, 2022
Applications due:	July 8, 2022 by 4 p.m.
Testing	July 22, 2022
Civil Service Meeting	July 28-29, 2022
MMPI	Aug. 2022
Background Check/Polygraph:	Aug. 2022
Conditional Offer	Aug. 2022
Physical:	Aug. 2022
Hire:	Aug. 2022

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



## Civil Service Communication

Meeting Date: August 4, 2022

Requested By: Police Department

**Item Title: Civil Service Meeting**

Consider results of new officer testing and certify candidate list for Police Officers

**Explanation:**

Testing was conducted on July 22. Twelve (12) candidates were invited to test. Results will be available for review prior to the meeting.

**Budget Consideration:**

Currently budgeted positions. No changes.

**Attachments:**

# ***CIVIL SERVICE REPORT***

## ***POLICE APPLICANT TESTING***

### ***7/22/2022***

The City Clerk's office received numerous requests for police officer applications. Twelve applications were submitted. All 12 were invited to test on July 22, 2022.

On July 22, 2022, 10 applicants arrived for testing at the EMA Building. At 9:00 a.m., the physical agility portion of the process was conducted at the Penn Athletic Center. Five applicants met the state requirements, and five applicants did not. The test was administered by Lt. Nathan Johnson and conducted by department members.

Of the five applicants remaining, all five were required to take the Standard P.O.S.T. test administered by Officer Gary Kutcher and Chief Ben Boeke. They have attended and been certified by the Iowa Law Enforcement Academy to proctor such tests. Four applicants successfully passed the P.O.S.T. test, leaving four to continue the interview process.

Beginning at 12:30 p.m. the same day, the four remaining applicants participated in oral interviews. Chief Boeke, Lieutenants Plumb and Johnson, and Sergeants Rogers and Landgrebe conducted the interviews in the Conference Room.

After interviews were scored and added to the P.O.S.T. scores, bonus points were added for education and veterans' preference. If applicable, each applicant was given two points for an Associate's Degree, four points for a Bachelor's Degree, and five points given to veterans. All scores were then added, and the ranked list is attached. All the remaining applicants have met the minimum requirements; identification and U.S. Citizenship have been verified, and all have valid driver's licenses. All are high school graduates or have completed G.E.D. requirements.

### **Rankings for Applicant Testing**

Total possible points – Oral Interviews                      750  
Total possible points – P.O.S.T.                                      100

Bonus points:

Veteran’s Preference – 5

Education – 2 for Associate’s, 4 for Bachelor’s

<b><u>Interview Total</u></b>	<b><u>Interview Score</u></b>	<b><u>P.O.S.T.</u></b>	<b><u>Overall Percentage</u></b>	<b><u>Bonus Points</u></b>	<b><u>Total Points</u></b>
620	83	91	87		<b>87</b>
632	84	89	87		<b>87</b>
588	78	94	86		<b>86</b>
492	66	74	70		<b>70</b>