



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 10,2023 - 5:00 P.M.

1. **Roll Call:** _____ Campbell, _____ Holmberg,
_____ Hutchinson

2. **Approve previous meeting minutes, subject to corrections**

Documents:

[Civil Service Minutes - January 18, 2023.docx](#)

3. **Consider decertifying current Police Officer hiring list.**

Documents:

[COM 20230810_Civil_Service.docx](#)

4. **Consider approving an accelerated schedule and process for upcoming Lateral Certified Police Officer testing.**

Documents:

[COM 20230810_Civil_Service_3.docx](#)
[Lateral Testing Timeline August 2023.docx](#)

5. **Consider approving a schedule and process for upcoming Police Officer testing.**

Documents:

[COM 20230810_Civil_Service_2.docx](#)
[Testing Timeline August 2023.docx](#)

6. Consider schedule and hiring process for upcoming Firefighter testing.

Documents:

[COM 20221101_Civil_Service Aug 2023.docx](#)
[Testing Timeline August 2023 \(002\).docx](#)

7. 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
JANUARY 18, 2023

The City of Oskaloosa Civil Service Commission met Wednesday, January 18, 2023 at 5:00 p.m. Andy Holmberg called the meeting to order with Wyndell Campbell and Beverly Hutchinson 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 1, 2022 minutes. Motion carried unanimously.

Chief Boeke presented a blind list of test results from the patrol officer testing. It was moved by Campbell, seconded by Holmberg to certify the following four candidates from a blind list for patrol officer:

Joshua Metzger
Zachary Leonard
Stephanie Nuno
Ethan Fogle

Motion carried unanimously.

It was moved by Campbell, seconded by Hutchinson that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 5:30 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk



Civil Service Communication

Meeting Date: Aug. 10, 2023

Requested By: Police Department

Item Title: Civil Service Meeting

Consider decertifying the current Police Officer hiring list.

Explanation:

The current Police Officer Hiring list has been exhausted of eligible candidates. We have been notified that a police officer is scheduled to resign in early September.

Staff recommends approval.

Budget Consideration:

Currently budgeted position. No changes.

Attachments:



Civil Service Communication

Meeting Date: Aug. 10, 2023

Requested By: Police Department

Item Title: Civil Service Meeting

Consider approving an accelerated schedule and process for upcoming Lateral Certified Police Officer testing.

Explanation:

The current Police Officer Hiring list has been exhausted of eligible candidates. We have been notified that a police officer is scheduled to resign in early September.

Staff recommends approval.

Budget Consideration:

Currently budgeted position. No changes.

Attachments:

Proposed accelerated schedule for certified lateral hiring process

Certified lateral applicant process:

Advertising: City Website	Week of August 14, 2023
Applications due:	Ongoing until positions are filled with weekly review
Interviews	As available with a weekly review of applicants
Civil Service Meeting	As needed to review POST/Interview scores for approved lateral hiring list
MMPI	Immediately after Civil Service approves lateral hiring list
Background Check/Polygraph:	Immediately after completion of MMPI
Conditional Offer	Immediately after completion of background check
Physical:	Immediately after accepting a conditional offer
Hire:	As soon as possible based on the candidate's logistical challenges

POLICE OFFICER
City of Oskaloosa
Information available online at
www.oskaloosaiowa.org



Civil Service Communication

Meeting Date: Aug. 10, 2023

Requested By: Police Department

Item Title: Civil Service Meeting

Consider approving a schedule and process for upcoming Police Officer testing.

Explanation:

The current Police Officer Hiring list has been exhausted of eligible candidates. We have been notified that a police officer is scheduled to resign in early September.

Staff recommends approval.

Budget Consideration:

Currently budgeted position. No changes.

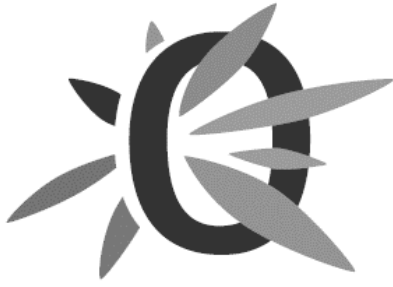
Attachments:

Proposed schedule for standard new hiring process

Applicant process:

Advertising: City Website	Week of August 14, 2023
Applications due:	September 29, 2023, by 4 p.m.
Testing	October 27, 2023
Civil Service Meeting	November 1-10, 2023
MMPI	November 2023
Background Check/Polygraph:	November 2023
Conditional Offer	November 2023
Physical:	November 2023
Hire:	December 2023

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Civil Service Communication

Meeting Date: Aug. 10, 2023

Requested By: Fire Department

Item Title: Civil Service Meeting

Consider schedule and hiring process for upcoming Firefighter testing.

Explanation:

We have had a firefighter resign and would like to fill the position as soon as possible. The current list of certified candidates has expired.

Staff recommends approval.

Budget Consideration:

Currently budgeted position. No changes.

Attachments:

Proposed testing and hiring schedule.

Applicant process:

Advertising: City Website	Week of August 22, 2023
Applications due:	September 29, 2023, by 4 p.m.
Testing	October 28, 2023
Civil Service Meeting	November 1-10, 2023
MMPI	November 2023
Background Check	November 2023
Conditional Offer	November 2023
Physical:	November 2023
Hire:	December 2023

SHIFT FIREFIGHTER
City of Oskaloosa
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