



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 - Wednesday November 1,2023 - 5:00 P.M.

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

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

Documents:

[Civil Service Minutes - August 10, 2023.docx](#)

3. **Consider the results of new firefighter testing and certify a candidate list for Firefighters.**

Documents:

[Civil Service Communication 10-28-2023.docx](#)

[Civil service report 10-30-2023.doc](#)

4. **Consider the results of new officer testing and certify a candidate list for Police Officers.**

Documents:

[COM 20231101_Civil_Service.docx](#)

[Civil Service report 11-2023.doc](#)

[Applicant rankings for Civil Service.doc](#)

5. **Election of a Chairperson**

Documents:

6. 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
AUGUST 10, 2023

The City of Oskaloosa Civil Service Commission met Thursday, August 10, 2023, at 5:00 p.m. Andy Holmberg called the meeting to order at 5:37 pm with Wyndell Campbell present. Also present were Fire Chief Scott Vaughan, Captain Daniel Hoy, Police Chief Ben Boeke and Finance Director Amy Miller. Absent: Beverly Hutchinson.

It was moved by Campbell, seconded by Holmberg to approve the January 18, 2023, minutes. Motion carried unanimously.

It was moved by Campbell, seconded by Holmberg to decertify the patrol officer certified list dated January 18, 2023. Motion carried unanimously.

The Commission discussed the testing process and proposed timeline for lateral certified patrol officer. It was moved by Campbell, seconded by Holmberg to approve an accelerated schedule and process for lateral certified patrol officer testing. Motion carried unanimously. Below is the proposed timeline.

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

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

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

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

Applicant process:

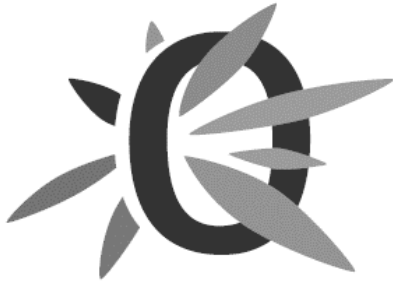
Advertising: City Website	Week of August 22, 2023
Applications due:	September 29, 2023, by 4 p.m.
Testing	October 28, 2023
Civil Service Meeting	November 1-10, 2023
MMPI	November 2023
Background Check	November 2023
Conditional Offer	November 2023
Physical:	November 2023
Hire:	December 2023

It was moved by Wyndell, seconded by Holmberg that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 5:55 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk



Civil Service Communication

Meeting Date: November 1st, 2023

Requested By: Fire Department

Item Title: Civil Service Meeting

Consider the results of new firefighter testing and certify a candidate list for Firefighters.

Explanation:

Testing was conducted on October 28th. Five (5) candidates were invited to test. Results will be available for review before the meeting.

Budget Consideration:

Currently budgeted position. No changes.

Attachments:

Civil Service Test Scores

CIVIL SERVICE REPORT FIREFIGHTER APPLICANT TESTING 10/30/2023

The City Clerk's office received requests for firefighter applications. Five applications were submitted. All five were invited to test on 10/28/2023, 2023.

On October 28,2023, 5 applicants arrived for testing at the Oskaloosa Fire Department. At 9:00 a.m., the physical agility portion of the process was conducted by members of the fire dept. All but 1 applicant met the requirements laid out by the fire dept. The test was administered by Captain Dan Hoy who was aided by reserve members of the dept.

Of the four applicants remaining, all four were required to take the standard Civil Service test administered by Mr. Mike Dursky. Mr. Dursky has been certified to proctor such tests. Three (3) applicants successfully passed the civil service test, leaving three to continue the interview process.

Beginning at 2:00 p.m. the same day, the three remaining applicants participated in oral interviews. Chief Vaughan, along with Captains Hoy, Tennison and Haroldson 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.



Civil Service Communication
Meeting Date: November 1, 2023
Requested By: Police Department

Item Title: Civil Service Meeting

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

Explanation:

Testing was conducted on October 27. Five (5) candidates were invited to test. Results will be available for review before the meeting.

Budget Consideration:

Currently budgeted positions. No changes.

Attachments:

Civil Service Test Scores

CIVIL SERVICE REPORT

POLICE APPLICANT TESTING

10/27/2023

The City Clerk's office received requests for police officer applications. Six applications were submitted. Five were invited to test on October 27, 2023.

On October 27, 2023, 4 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. Two applicants met the state requirements. The test was administered by Lt. Nathan Johnson and conducted by department members.

Of the two applicants remaining, one (1) was required to take the Stanard P.O.S.T. test administered by Chief Ben Boeke. He has attended and been certified by the Iowa Law Enforcement Academy to proctor such tests. One (1) applicant successfully passed the P.O.S.T. test, leaving two to continue into the interview process.

Beginning at 1:00 p.m. the same day, the two remaining applicants participated in oral interviews. Chief Boeke, Lieutenants Plumb and Johnson, and Sergeants Rogers and DeKleine 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

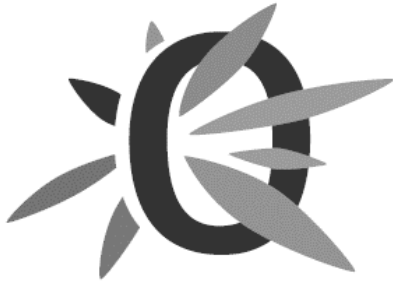
Total possible points – Oral Interviews 750
Total possible points – P.O.S.T. 100

Bonus points:

Veteran’s Preference – 5

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

<u>Interview Total</u>	<u>Interview Score</u>	<u>P.O.S.T.</u>	<u>Overall Percentage</u>	<u>Bonus Points</u>	<u>Total Points</u>
655	87	89	88	2	90
620	83	88	86		86



Civil Service Communication
Meeting Date: November 1, 2023
Requested By: City Clerk/Finance

Item Title:

Election of a Chairperson.

Explanation:

The current Civil Service Commission consists of the following three members:

Wyndell Cambell (Term Date March 31, 2024)

Andy Holmberg (Term Date March 31, 2025)

Beverly Hutchinson (Term Date March 31, 2026)

There has been a request that the commission accept nominations and elect a chairperson.

Current chairperson is Andy Holmberg who has served in this position since 1998.

Budget Consideration:

None

Attachments:

None