

CIVIL SERVICE COMMISSION MEETING

CITY OF DAVENPORT, IOWA

WEDNESDAY, OCTOBER 14, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET | DAVENPORT, IOWA | 52801

I. Call to Order

II. Approval of today's Agenda

III. Approval of Minutes

IV. New Business

A. Senior Mechanic | Update Job Qualifications

B. Crime Analyst | Establish Job Qualifications

C. Firefighter Interview Participation

V. Old Business

A. Police Officer Process Update

VI. Certification Lists

A. Code Enforcement Officer I

B. Street Maintenance Supervisor

VII. Adjournment

VIII. Next Meeting Date:

A. Wednesday, November 18, 2020 | Last Meeting of the Year

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, SEPTEMBER 9, 2020; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Patt Zamora, Michael Schertz, Karen Guest, Toby Paone, and Jerald Thomas

Ex-Officio Member Present:

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Talent Acquisition & Project Manager)

- I. The meeting was called to order by Chair Zamora at 9:00
- II. Agenda: Commissioner Thomas moved to approve the agenda, it was seconded by Commissioner Guest. All were in favor.
- III. Minutes: Commissioner Guest moved to approve the minutes for the August 12, 2020 meeting, it was seconded by Commissioner Paone. All were in favor.
- IV. New Business:
 - a. 2020 Firefighter Hiring Process: Manager Jones presented the proposed Fall 2020 Fire Fighter Hiring Process to the Commission. Commissioner Thomas moved to approve the process, it was seconded by Commissioner Paone.
- V. Old Business:
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below list. Commissioner Guest moved to approve the lists, it was seconded by Commissioner Schertz. All were in favor.
 - a. Utility Service Inspector
 - b. Administrative Support Specialist
 - c. GIS Specialist
 - d. Network & Desktop Support Technician
 - e. Planner II
- VII. Adjournment: Commissioner Paone moved to adjourn the meeting, it was seconded by Commissioner Thomas. All were in favor. Meeting was adjourned at 9:17.



SR MECHANIC

Class Code:
5227

Bargaining Unit: Blue Collar

SALARY RANGE

\$25.70 - \$31.19 Hourly
\$2,055.88 - \$2,494.90 Biweekly
\$4,454.41 - \$5,405.63 Monthly
\$53,452.88 - \$64,867.50 Annually

DEFINITION:

Under direction performs work of moderate difficulty as a skilled mechanic in the modification, maintenance and repair of a variety of heavy or specialized automotive equipment, and as a lead worker in an automotive repair shop; and performs related work as required.

EXAMPLES OF DUTIES:

Diagnoses mechanical defects in a wide variety of automotive, road and construction equipment, including: diesel and gasoline powered trucks, tractors, endloaders, backhoes, bulldozers, cranes and motor graders.

Makes major and minor mechanical repairs: adjusts brakes and clutches on cranes; overhauls controls, cylinders and transmissions; disassembles, repairs, grinds or replaces worn parts.

Fits new parts and adjusts oil, water and fuel pumps, carburetors, governors, clutches, transmissions, differentials, brakes and steering gear; checks and replaces rollers, pins and bushings; times and adjusts motors; replaces electrical wiring; overhauls hydraulic lifts and steering assemblies.

Uses welding equipment to fabricate, rebuild and strengthen various parts and pieces of equipment; performs body repair work.

Lays out and fabricates units and parts for the alteration or rebuilding of major parts of

old equipment; acts as lead worker, recommends repairs and methods, instructs mechanics, assigns work to assistants.

Maintains records of parts used, equipment worked on, repairs made and time spent on jobs.

QUALIFICATIONS:

Three years' experience as a skilled full performance mechanic, including one year in the repair and maintenance of heavy duty diesel and construction equipment; or an equivalent combination of training and experience.

Must possess a valid Iowa Commercial Driver's License (CDL) and maintain throughout duration of employment.

Must be ASE Master certified **within six months of hire date** and maintain throughout duration of employment.

Must maintain residency throughout duration of employment (per Iowa Code 400.17).

KNOWLEDGE AND SKILLS:

Considerable knowledge of:
construction, assembly, adjustment and maintenance of gasoline and diesel equipment.
methods and techniques used in the diagnosis, timing and adjustment of internal combustion engines.
routine inspection procedures used to evaluate operating conditions and functioning of safety devices.
work hazards and safety precautions.

Considerable skill in:
systematically organizing the steps in completing a repair job.
using shop tools and testing equipment, such as: drills, grinders, micrometers, boring bars, reamers and welding equipment.
interpreting detailed service manuals and diagrams.
assigning, monitoring and inspecting the work of subordinates.
instructing subordinates in repair techniques.

Working skill in:
performing audio and visual inspection of equipment to identify problems.
describing and recording parts.
the layout and fabrication of parts.



CITY OF DAVENPORT
Established Date: Aug 14, 2020
Revision Date: Oct 5, 2020

Crime Analyst

Class Code:
CIA1

Bargaining Unit: Non-Bargaining

SALARY RANGE

\$55,717.17 - \$73,100.14 Annually

DEFINITION:

The City of Davenport is seeking an experienced Crime Analyst to establish a crime analysis unit within the Davenport Police Department. This unit would be responsible for providing complex analysis of a wide variety of crime data from multiple sources to guide future crime prevention efforts and resource allocation within the Department.

Under general supervision, this employee will be responsible for providing higher level analytical and strategic thinking to identify trends and geographical areas where there is a potential need to increase public safety. This includes using GIS mapping and database software to retrieve crime statistics, criminal investigations reports, and geospatial data to analyze data, compile information, and provide informed analysis to the Police Department to help direct strategic operations.

Selection Process:

The examination/screening process will consist of the following sections with each section weighted as indicated, and each section must be scored by at least a 70% in order to continue on in the process.

1. Written Examination: 30%
2. Interview: 70%

EXAMPLES OF DUTIES:

- Querying and Retrieving crime data from Law Enforcement Records Management System (LERMS);
- Utilizing advanced statistical methods and software to analyze crime data;
- Assisting in criminal investigations by providing analytical support in deciphering and organizing technical data sets to include online activity and phone records;
- Applying geocodes and GIS principles to crime data to facilitate geographical analysis of data and to create maps;
- Developing and disseminating a variety of reports identifying criminal activity and patterns to various units within the Department and general public;
- Preparing and presenting reports to Departmental and City leadership to brief on trends or emerging issues; and
- Maintaining a knowledge of best practices and emerging trends to recommend systems of procedural improvements to the Crime Analysis Unit;

- The list of essential duties is not intended to be inclusive; there may be other duties that are essential to this particular position.

QUALIFICATIONS:

Minimum: Bachelor's Degree in Criminal Justice, Computer Science, Statistics, Research Analysis or closely related field, and 3 years related experience in Crime Analysis, report writing, and data collection **or** an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

The successful candidate will be required to obtain professional certification in a crime analysis program, such as Certified Law Enforcement Analyst Program (CLEA).

Must be able to pass a thorough background investigation and polygraph exam.

Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

KNOWLEDGE AND SKILLS:

Comprehensive Skills in:

Strong verbal and written communication skills;
Ability to prioritize multiple tasks and changing priorities while working with minimal supervision;
Experienced in interacting with senior staff, citizens, public officials;
Is able to maintain strict confidentiality of work performed.

Comprehensive Knowledge of:

Research design methods, procedures, and techniques used in statistical analysis;
Statistical program languages, performing data searches, and managing data;

Analytical software such as ESRI Arc GIS, and Tyler Technologies' New World Law Enforcement Records Management System, and Law Enforcement Mobile;

Computer software packages designed for statistical data; Report writing software such as Crystal Reports or Access; Microsoft Office Products.

Knowledge of:

Geographic Information Systems (GIS) used in crime analysis such as ArcView/ArcGIS



THE CITY OF
DAVENPORT
IOWA | USA

CIVIL SERVICE COMMISSION CERTIFICATION LISTS

HUMAN RESOURCES

October 14, 2020

CODE ENFORCEMENT OFFICER I



- » **Entry level position in the Development and Neighborhood Services Division**
- » **Written examination: 100%**
- » **List ready for certification**
- » **Salary range: \$39,396 – \$50,919 | AFSCME Union**

CODE ENFORCEMENT OFFICER I



Minimum Qualifications

- » High School Diploma or GED equivalent and two years experience in progressively responsible customer service or enforcement work.
- » Must possess and maintain a valid drivers license throughout employment.
- » Must be available to work a varied work schedule including some evening and weekends.
- » Must pass a criminal background check as prescribed by the City of Davenport.
- » Must become an Iowa resident within two years of hire date and maintain residency throughout employment (Iowa Code 400.17).
- » Employee is strongly encouraged to receive pre-exposure rabies vaccinations.

CODE ENFORCEMENT OFFICER I

Process Statistics

- » 124 Applicants
- » 122 Candidates were qualified and invited to participate in the examination
- » 19 Candidates passed the examination with a 70% or above; 7 scored below 70% and 2 withdrew
- » Rule 2.8 states, “The commission hereby determines that no more than 15 individuals shall be placed on a list for original appointment for all positions except police officer and firefighter.”
- » 3 Candidates tied at the 15th place
- » 17 Candidates were sent through the background check phase; 1 failed
- » 16 On certification list

STREET MAINTENANCE SUPERVISOR



- » Promotional position in the Street Division of Public Works
- » Written examination: 30%
- » Interview: 70%
- » List ready for certification
- » Salary range: \$55,854-\$73,281 | Non Bargaining Management

STREET MAINTENANCE SUPERVISOR



Minimum Qualifications

- » Four years of experience in municipal construction and maintenance work.
- » Must possess a valid Iowa Commercial Driver's License Class B (CDL) with airbrake and tanker endorsements.
- » Must maintain residency throughout employment (per Iowa Code 400.17).

STREET MAINTENANCE SUPERVISOR



Process Statistics

- » 7 Applicants
- » 6 Candidates were qualified and invited to participate in the examination
- » 6 Candidates passed the examination
- » 6 Candidates passed the interview
- » 6 On certification list

THANK YOU



Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 10/13/2020 10:44:27

Exam #:	1295						
Exam Plan:	Code Enforcement Officer I						
Class Title:	Code Enforcement Officer I						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		27605318	Fail	Not Willing To Relocate	m	h	26-39
		17986038	Fail	Not Willing To Relocate	m	w	40-55
2	Written Exam						
		40068924	Pass	Scored above 70%	m	w	22-25
		17388684	Pass	Scored above 70%	m	w	56-70
		7480813	Fail	Scored below 70%	f	b	40-55
		43693462	Fail	Scored below 70%	m	b	40-55
		42721151	Fail	Scored below 70%	m	b	22-25
		39429244	Fail	Scored below 70%	m	w	40-55
		16289409	Fail	Scored below 70%	m	b	22-25
		30154854	Fail	Scored below 70%	m	b	40-55
		1104538	Fail	Scored below 70%	m	w	26-39
		42480292	Fail	Did not show for test		h	
		23428776	Fail	Did not show for test	f	am	18-21
		40658774	Fail	Did not show for test	f	b	26-39
		12078330	Fail	Did not show for test	f	b	26-39
		43496228	Fail	Did not show for test	f	b	26-39
		40970980	Fail	Did not show for test	f	b	40-55
		16598468	Fail	Did not show for test	f	b	40-55
		2015663	Fail	Did not show for test	f	b	40-55
		1347809	Fail	Did not show for test	f	na	40-55
		22986720	Fail	Did not show for test	f	w	
		18014401	Fail	Did not show for test	f	w	
		41473410	Fail	Did not show for test	f	w	18-21
		40136852	Fail	Did not show for test	f	w	22-25
		44774772	Fail	Did not show for test	f	w	22-25
		42356996	Fail	Did not show for test	f	w	26-39
		19728614	Fail	Did not show for test	f	w	26-39
		39504142	Fail	Did not show for test	f	w	26-39
		9909509	Fail	Did not show for test	f	w	26-39
		44428389	Fail	Did not show for test	f	w	26-39
		26998398	Fail	Did not show for test	f	w	26-39
		26793281	Fail	Did not show for test	f	w	26-39
		26511320	Fail	Did not show for test	f	w	26-39
		44765441	Fail	Did not show for test	f	w	26-39
		42224966	Fail	Did not show for test	f	w	26-39
		19176694	Fail	Did not show for test	f	w	26-39
		44796796	Fail	Did not show for test	f	w	26-39
		28287821	Fail	Did not show for test	f	w	26-39
		43957990	Fail	Did not show for test	f	w	40-55
		44418676	Fail	Did not show for test	f	w	40-55
		6261469	Fail	Did not show for test	f	w	40-55
		17147907	Fail	Did not show for test	f	w	40-55
		3353286	Fail	Did not show for test	f	w	40-55
		41541393	Fail	Did not show for test	f	w	40-55
		44714404	Fail	Did not show for test	f	w	40-55

		34510606	Fail	Did not show for test	f	w	40-55
		36099244	Fail	Did not show for test	f	w	40-55
		36457312	Fail	Did not show for test	f	w	56-70
		28395394	Fail	Did not show for test	m	a	26-39
		24090136	Fail	Did not show for test	m	am	40-55
		35618531	Fail	Did not show for test	m	b	22-25
		33423016	Fail	Did not show for test	m	b	26-39
		37452214	Fail	Did not show for test	m	b	40-55
		816618	Fail	Did not show for test	m	b	40-55
		44699402	Fail	Did not show for test	m	b	56-70
		17954998	Fail	Did not show for test	m	h	40-55
		44742062	Fail	Did not show for test	m	na	26-39
		36760404	Fail	Did not show for test	m	w	
		44687225	Fail	Did not show for test	m	w	18-21
		44704530	Fail	Did not show for test	m	w	18-21
		44441824	Fail	Withdrew from process	m	w	18-21
		24492751	Fail	Did not show for test	m	w	22-25
		25593504	Fail	Did not show for test	m	w	22-25
		43496831	Fail	Did not show for test	m	w	22-25
		34484341	Fail	Did not show for test	m	w	22-25
		30022353	Fail	Did not show for test	m	w	22-25
		30714528	Fail	Did not show for test	m	w	22-25
		43153975	Fail	Did not show for test	m	w	26-39
		7408755	Fail	Did not show for test	m	w	26-39
		38278846	Fail	Did not show for test	m	w	26-39
		38223985	Fail	Did not show for test	m	w	26-39
		31943550	Fail	Did not show for test	m	w	26-39
		1676107	Fail	Did not show for test	m	w	26-39
		29017603	Fail	Did not show for test	m	w	26-39
		34031336	Fail	Did not show for test	m	w	26-39
		38405190	Fail	Did not show for test	m	w	26-39
		3049532	Fail	Did not show for test	m	w	26-39
		35812662	Fail	Did not show for test	m	w	26-39
		11465568	Fail	Did not show for test	m	w	26-39
		32333399	Fail	Did not show for test	m	w	26-39
		40488014	Fail	Did not show for test	m	w	26-39
		2678237	Fail	Did not show for test	m	w	26-39
		35601855	Fail	Did not show for test	m	w	26-39
		27307417	Fail	Did not show for test	m	w	26-39
		16798692	Fail	Did not show for test	m	w	26-39
		28105064	Fail	Did not show for test	m	w	26-39
		42928245	Fail	Did not show for test	m	w	26-39
		14290650	Fail	Did not show for test	m	w	26-39
		16525504	Fail	Did not show for test	m	w	26-39
		44682072	Fail	Did not show for test	m	w	40-55
		44684736	Fail	Did not show for test	m	w	40-55
		2298455	Fail	Did not show for test	m	w	40-55
		25374856	Fail	Did not show for test	m	w	40-55
		13121482	Fail	Did not show for test	m	w	40-55
		33904338	Fail	Did not show for test	m	w	40-55
		3232479	Fail	Did not show for test	m	w	40-55
		44702908	Fail	Did not show for test	m	w	40-55
		21973337	Fail	Did not show for test	m	w	40-55
		6190887	Fail	Did not show for test	m	w	40-55
		8911557	Fail	Did not show for test	m	w	40-55
		5336670	Fail	Did not show for test	m	w	40-55
		44748379	Fail	Did not show for test	m	w	40-55
		44711371	Fail	Did not show for test	m	w	40-55

		44781512	Fail	Did not show for test	m	w	40-55
		10527549	Fail	Did not show for test	m	w	40-55
		2688025	Fail	Withdrew from process	m	w	40-55
		35447670	Fail	Did not show for test	m	w	56-70
3	Background						
		44693047	Fail	Failed Background Investigation	m	w	40-55
	Eligible	43705824	Active		m	w	40-55
		1432071	Active		f	w	
		38662153	Active		m	w	26-39
		23803664	Active		m	w	56-70
		22984193	Active		f	w	40-55
		39669896	Active		m	w	40-55
		34733130	Active		m	w	26-39
		25708990	Active		f	w	40-55
		37321235	Active		m	w	22-25
		20077958	Active		m	w	26-39
		44359841	Active		m	w	22-25
		44683256	Active		m	b	26-39
		22280865	Active		f	b	40-55
		10609542	Active		m	w	40-55
		27085137	Active		f	w	26-39
		30762583	Active		m	w	40-55
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Applicants by Step Report

: All Applications (Active & Archived)

Generated by Courtney Jones on 10/12/2020 12:48:14

Exam #:	1312						
Exam Plan:	Street Maintenance Supervisor						
Class Title:	Street Maintenance Supervisor						
Recruiter:	Jones, Courtney						
Step #	Step Type	Person ID	Disposition	Inactivation Reason	Gender	Ethnicity	Age Group
1	Application Received						
		12054260	Fail	Does Not Meet Minimum Qualifications	m	w	26-39
2	Written Exam						
3	Interview						
	Eligible	10837230	Active		m	na	40-55
		22572285	Active		m	w	26-39
		17965751	Active		m	w	22-25
		688168	Active		m	w	40-55
		20289636	Active		m	w	26-39
		5407823	Active		m	am	26-39

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