



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

Agenda

A physical public presence will not be permitted. Public and media access to the meeting will only be allowed electronically and residents may participate in any public hearing items on the agenda electronically. The restriction to physical access is in accordance with the State Public Health Emergency Declaration issued by the Governor of the State of Iowa.

Join Zoom Meeting

<https://us02web.zoom.us/j/85280658965?pwd=Z3N1T0swZlBsWmltdjlZRXJSaHZpdz09>

Meeting ID: 852 8065 8965

Passcode: 945331

Dial in: +1 312 626 6799 US (Chicago)

January 13, 2021, 4:00 p.m.

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

Documents:

[Minutes November 9, 2020.pdf](#)

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

Documents:

[COM 20210113_Civil_Service.pdf](#)
[Civil Service report 1-2021.pdf](#)
[Applicant ranking for Chief 1-21.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
November 9, 2020

The City of Oskaloosa Civil Service Commission met Monday, November 9, 2020 at 3:00 p.m. Andy Holmberg called the meeting to order with Wyndell Campbell and Douglas Shullaw present. Also present were Ben Boeke, Police Chief; and Amy Miller, City Clerk.

It was moved by Shullaw, seconded by Campbell to approve the September 24, 2020 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Campbell to decertify the Police Officer list dated September 24, 2020. Motion carried unanimously.

The Commission discussed the Police Officer testing process. It was moved by Shullaw, seconded by Campbell to approve the application process for Police Officer as attached to the minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Shullaw that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 3:07 p.m.

Andy Holmberg, Chairman

ATTEST:

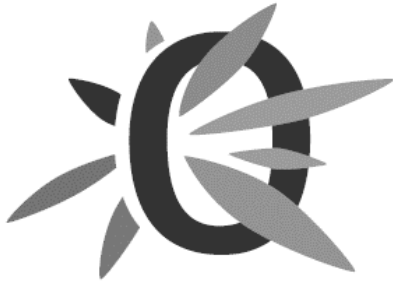
Amy Miller, City Clerk

Applicant process:

Advertising: City Website	November 13, 2020
Applications due:	Dec 18, 2020 by 4 p.m.
Testing	January 8, 2021
Civil Service Meeting	January 13, 2021
MMPI	February 2021
Background Check/Polygraph:	February 2021
Conditional Offer	February 2021
Physical:	February 2021
Hire:	February/March 2021

Ad

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



Civil Service Communication

Meeting Date: January 13, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

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

Explanation:

Testing was conducted on January 8. Ten (10) 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 1/8/2021

The City Clerk's office received numerous requests for police officer applications. Ten applications were submitted. All 10 were invited to test on January 8, 2021.

On January 8, 2021, 7 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 2 applicants did not. The test was administered by Lt. Gary McClun and conducted by members of the department.

Of the 5 applicants remaining, 3 were required to take the Standard P.O.S.T. test administered by Officer Gary Kutcher, who has attended and been certified by the Iowa Law Enforcement Academy to proctor such tests. Two applicants successfully passed the P.O.S.T. test. Two remaining applicants had their P.O.S.T. scores transferred and did not take the test at our process, leaving 4 applicants to continue on into the interview process.

Beginning at 11:00 a.m. the same day, the 4 remaining applicants participated in oral interviews. The interviews were conducted in the Conference Room by Chief Boeke and Lieutenants Plumb, McClun, and Johnson.

After interviews were scored and added to the P.O.S.T. scores, bonus points were added for education and veteran's preference. If applicable, each applicant was given two points for an Associate's Degree, four points for a Bachelor's Degree and five points were given to veterans. All scores were then added, and the ranked list is attached. All of 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 600
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>
453	75.5	91	83.3	4	87.3
462	77	85	81	4	85
398	66.3	86	76.2	4	80.2
404	67.33	92	79.7		79.7