



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, January 18, 2023, 5:00 P.M.**

1. **Roll Call:** \_\_\_\_\_ Campbell, \_\_\_\_\_ Holmberg, \_\_\_\_\_  
Hutchinson

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

Documents:

[Civil Service Minutes - November 1, 2022.docx](#)

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

Documents:

[COM 20230118\\_Civil\\_Service.docx](#)

[Civil Service report 1-2023.doc](#)

[Applicant rankings for Civil Service 1-2023.doc](#)

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 1, 2022

The City of Oskaloosa Civil Service Commission met Tuesday, November 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. This meeting was rescheduled from October 24, 2022, due to a conflict with one of the commission members.

It was moved by Holmberg, seconded by Campbell to approve the August 4, 2022, minutes. Motion carried unanimously.

It was moved by Campbell, seconded by Holmberg to decertify the patrol officer certified list dated August 4, 2022. 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 Holmberg, seconded by Wyndell that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 5:23 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

**Applicant process:**

Advertising: City Website	November 4, 2022
Applications due:	December 9, 2022, by 4 p.m.
Testing	January 6, 2023
Civil Service Meeting	January 11-12, 2023
MMPI	January 2023
Background Check/Polygraph:	January 2023
Conditional Offer	January 2023
Physical:	January 2023
Hire:	January 2023

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



## Civil Service Communication

Meeting Date: January 18, 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 January 6. Nine (9) 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***

### ***1/6/2023***

The City Clerk's office received requests for police officer applications. Nine applications were submitted. All nine were invited to test on January 6, 2023.

On January 6, 2023, 5 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. All five applicants met the state requirements. The test was administered by Lt. Nathan Johnson and conducted by department members.

Of the five applicants remaining, two (2) were 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 four to continue the interview process.

Beginning at 1:00 p.m. the same day, the four remaining applicants participated in oral interviews. Chief Boeke, Lieutenants Plumb and Johnson, and Sergeants Rogers, Landgrebe, 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                      900  
Total possible points – P.O.S.T.                                      100

Bonus points:

Veteran’s Preference – 5

Education – 2 for Associates, 4 for Bachelors

<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>
737	82	95	89		<b>89</b>
762	85	89	87		<b>87</b>
722	80	87	84	2	<b>86</b>
613	68	86	77		<b>77</b>