



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 - February 21, 2020, 4:00 P.M.**

1. **Roll Call:** \_\_\_\_\_ **Holmberg,** \_\_\_\_\_ **Seemann,** \_\_\_\_\_  
**Shullaw**

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

Documents:

[20191021 Civil Service Commission Minutes.pdf](#)

3. **Consider not certifying Lieutenant Promotional List and approve a schedule and process for upcoming Lieutenant exam**

Documents:

[COM 20200221 Civil Service Commission Lt Exam.docx](#)  
[Schedule for Police Lt Testing 2020.docx](#)  
[Notice of Testing for Police Lt 2020.doc](#)

4. **Consider results of Captain testing and approve next steps in the process.**

Documents:

[COM 20200221 Civil Service Comm Fire Captain Exam.docx](#)  
[20200221 Fire Dept Memo to Civil Svc Comm.docx](#)  
[Notice and Schedule for Fire Captain Testing 2020.docx](#)

5. **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  
OCTOBER 21, 2019

The City of Oskaloosa Civil Service Commission met Monday, October 21, 2019 at 4:30 p.m. Andy Holmberg called the meeting to order with Douglas Shullaw present. Also present were Ben Boeke, Police Chief and Amy Miller, City Clerk. Absent: Ken Seemann.

It was moved by Holmberg, seconded by Shullaw to approve the Oct 10, 2019 minutes. Motion carried unanimously.

It was moved by Shullaw, seconded by Holmberg to approve the attached Police Lieutenant promotional process which was updated per legal review. Motion carried unanimously.

It was moved by Holmberg, seconded by Shullaw that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 4:45 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

## Oskaloosa Police Department Lieutenant Promotional Selection Process

<p>October 21<sup>st</sup>, 2019 October 25<sup>th</sup>, 2019 November 8<sup>th</sup>, 2019</p>	<p>Civil Service Approves Process Posted Notice of Promotional Process Deadline for applicant sign-up (1630 hours)</p>				
<p>January 10<sup>th</sup>, 2020</p>	<p>Written Examination Oral interview</p> <p><b>Scoring Weights:</b></p> <table border="0" style="margin-left: 40px;"> <tr> <td>Written Examination</td> <td style="text-align: right;">55% (100 pts)</td> </tr> <tr> <td>Oral Interview</td> <td style="text-align: right;">45% (100 pts)</td> </tr> </table> <p>Minimum 70% of possible points required to pass</p>	Written Examination	55% (100 pts)	Oral Interview	45% (100 pts)
Written Examination	55% (100 pts)				
Oral Interview	45% (100 pts)				
<p>January, 2020 February, 2020 February, 2020</p>	<p>Civil Service Certifies Promotional list Essay response Promotion(s) announced</p>				

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*The Exam and interview will be administered by the Police Chief or his designee. A panel of internal or external police stakeholders may be used to assess the candidate's performance based on criteria established by the Police Chief.*

**NOTICE OF TESTING FOR POLICE LIEUTENANT**

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*THE OSKALOOSA CIVIL SERVICE COMMISSION WILL BE HOLDING COMPETITIVE PROMOTIONAL EXAMINATIONS FOR A CERTIFIED LIST OF QUALIFIED CANDIDATES ELIGIBLE FOR PROMOTION TO THE POSITION OF POLICE LIEUTENANT.*

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**MINIMUM REQUIREMENTS**

**To be eligible for examination,** Officers must have two (2) years of service from most recent hire date, or five (5) years law enforcement experience including time from most recent hire date.

**To be eligible for promotion after certification,** an Officer must have completed three (3) years of service from most recent hire date, or have six (6) years law enforcement experience including two (2) years from most recent hire date. Code of Iowa 400-9(5)b.

**TESTING ELEMENTS AND VALUES**

The written examination (Multiple-Choice Exam) will commence at 9:00 a.m. on January 10<sup>th</sup>, 2020. The total process will include a Written Examination and an Oral Interview with a panel of up to three (3) people, at the discretion of the Chief of Police.

Points will be awarded as follows:

**55% of scoring from written examination,  
45% from the oral interview.**

Each officer will receive one (1) bonus point for each year of education beyond high school. These points may be used for positioning on the certification list but will not determine a candidate's passing or failing. Veteran's points will be awarded as prescribed in Chapter 400 of the Iowa Code.

Transcripts or college diploma will be necessary for education points. This document needs to be turned in to the Administrative Assistant to the Chief on or before the testing date. Claims for veteran's points also need to be registered with the Administrative Assistant to the Chief on or before the testing date.

**CLOSING DATE**

**Application closing date will be November 8<sup>th</sup>, 2019. You must register with the City Clerk on or before 4:30 p.m. on this date to participate in this testing procedure.**



## Civil Service Communication

Meeting Date: February 21, 2020

Requested By: Police Chief

**Item Title: Civil Service Meeting**

Consider not certifying Lieutenant Promotional List and approve a schedule and process for upcoming Lieutenant exam.

**Explanation:**

We currently have two (2) vacant Lieutenant positions, which are being filled by Acting Lieutenants. The January process failed to deliver a promotional list.

**Budget Consideration:**

These are currently budgeted positions. No Changes.

**Attachments:**

Proposed Schedule  
Notice of Testing

**Oskaloosa Police Department**  
**Lieutenant Promotional Selection Process**

February 21, 2020	Civil Service Approves Process
February 24, 2020	Posted Notice of Promotional Process
March 13, 2020	Deadline for applicant sign-up (1600 hours)

May 15, 2020	Written Examination
	Oral interview

**Scoring Weights:**    Written Examination    55% (100 pts)  
   Oral Interview                    45% (100 pts)  
**Minimum 70% required to pass**

June 2020	Civil Service Certifies Promotional list
June 2020	Promotion(s) announced

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*The Exams and Interview will be administered by the Police Chief or his designee. A panel of internal or external police stakeholders may be used to assess the candidate's performance based on criteria established by the Police Chief.*

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## NOTICE OF TESTING FOR POLICE LIEUTENANT

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*THE OSKALOOSA CIVIL SERVICE COMMISSION WILL BE HOLDING COMPETITIVE PROMOTIONAL EXAMINATIONS FOR A CERTIFIED LIST OF QUALIFIED CANDIDATES ELIGIBLE FOR PROMOTION TO THE POSITION OF **POLICE LIEUTENANT**.*

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### MINIMUM REQUIREMENTS

**To be eligible for examination,** Officers must have two (2) years of service from most recent hire date, **or** five (5) years law enforcement experience including time from most recent hire date.

**To be eligible for promotion after certification,** an Officer must have completed three (3) years of service from most recent hire date, or have six (6) years law enforcement experience. Code of Iowa 400-9(5)b.

### TESTING ELEMENTS AND VALUES

The written examination (Multiple-Choice Exam) will commence at 9:00 a.m. on May 15, 2020. The total process will include a Written Examination and an Oral Interview with a panel of up to five (5) people, at the discretion of the Chief of Police.

Points will be awarded as follows:

**55% of scoring from written examination,  
45% from the oral interview.**

Each officer will receive one (1) bonus point for each year of education beyond high school. These points may be used for positioning on the certification list but will not determine a candidate's passing or failing. Veteran's points will be awarded as prescribed in Chapter 400 of the Iowa Code.

Transcripts or college diploma will be necessary for education points. This document needs to be turned in to the Administrative Assistant to the Chief on or before the testing date. Claims for veteran's points also need to be registered with the Administrative Assistant to the Chief on or before the testing date.

### CLOSING DATE

**Application closing date will be March 13, 2020. You must register with the City Clerk on or before 4:00 p.m. on this date to participate in this testing procedure. External candidates may register for this examination by emailing [kim.weiss@oskaloosaiowa.org](mailto:kim.weiss@oskaloosaiowa.org).**



## Civil Service Communication

Meeting Date: February 21, 2020

Requested By: Fire Department

**Item Title:**

Consider results of Captain testing and approve next steps in the process.

**Explanation:**

Present final scores and discuss certification list and possible future exam dates if needed

**Budget Consideration:**

None

**Attachments:**

Memo to Civil Service Commission

Notice and Schedule for Fire Captain Testing 2020



To: Civil Service Commission  
From: David Christenson, Interim Fire Chief  
Date: February 21, 2020  
Re: *Fire Captain Promotional List*

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On October 10, 2019, the Oskaloosa Fire Department began accepting applications for the position of Fire Captain. On November 1, 2019, the application period was closed with a total of three applications for review. Two applicants proceeded with completing the exam; the third applicant removed his name from the promotion process.

- December 3, 2019: The written portion of the exam process was administered by Mike Dursky. The written exam consisted of 100 multiple choice questions.
- December 10, 2019: The written essay portion of the exam was conducted and administered by Mike Dursky. There was a total of 240 points possible for this portion of the exam.
- December 17, 2019: The oral examination was given by a review panel of three fire chiefs. There was a total of 84 points possible for this portion of the exam.

**Review panel**

Asst. Chief Cory Bengel, Ottumwa Fire Dept.  
Chief Cal Wyman, Knoxville Fire Dept.  
Chief Aaron Kreuder, Bondurant Fire Dept.

After the oral examination was completed, the test scores were tallied. The complete exam consisted of a total of 424 possible points.



OSKALOOSA FIRE DEPARTMENT  
FIRE CAPTAIN PROMOTIONAL  
ASSESSMENT CENTER SCHEDULE

Application packets available for candidates at city clerk's office.

**Packet to include:**

- City of Oskaloosa job application with job description
- Written examination location, date, and time
- Breakdown of questions and referenced study material
- Written and Oral exercise location, date, and time

**Details:**

Application period closes at 4:30 p.m. local time on scheduled dates

- Written examination 100 questions, multiple choice; administered by Mike Dursky
  - This exam will account for 33% of the candidate's final score
- Essay question completion; administered by Mike Dursky
  - This exam will account for 33% of the candidate's final score
- Oral examination given to review panel (panel TBD)
  - This exam will account for 33% of the candidate's final score

Scoring of written essay questions by review panel

Scores from all three categories tallied by Fire Chief

Final scores presented to Civil Service Commission for validation and certification of promotional list.

**CANDIDATES MUST ACHIEVE A TOTAL COMBINED SCORE OF 75% ON THIS EXAM**

**Possible Testing Dates\***

June 1, 2020	Application for Fire Captain opens
July 27, 2020	Application period closes
August 4, 2020	Written Exam
August 11, 2020	Essay Question completion
August 18, 2020	Oral Examination
August 21, 2020	Final Scores to Civil Service Commission

**Possible Testing Dates\***

July 1, 2020	Application for Fire Captain opens
August 24, 2020	Application period closes
September 1, 2020	Written Exam
September 15, 2020	Essay Question completion
September 22, 2020	Oral Examination
September 25, 2020	Final scores to Civil Service Commission

**\*Note: Dates may change due to scheduling of the Assessment Center panel  
Candidates will be informed of any changes**