



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/82755893063?pwd=VkZ3RFkzVmwxdnhzd0xUdnIUvzJ0QT09>

Meeting ID: 827 5589 3063

Passcode: 945433

Call in: 312 626 6799 US (Chicago)

Call to Order and Roll Call - Wednesday, April 7, 2021, 4:30 P.M.

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

Documents:

[MIN 20210113 Civil Service Commission Meeting Minutes.pdf](#)

3. Consider decertifying current police officer hiring list and approving a schedule and process for upcoming police testing

Documents:

[COM 20210407_Civil_Service.pdf](#)

[Testing Timeline April 2021.pdf](#)

[Lateral Hiring Timeline April 2021.pdf](#)

[Employment Agreement Lateral with Incentive.pdf](#)

4. Consider a request to decertify the existing Fire Captains list and initiate a Fire Department Captains promotional test.

Documents:

[Comm 2021032321 Captains test.docx](#)
[20210324 Fire Captain Testing Announcement memo.docx](#)
[20210324 Fire Captain Assessment Center Schedule.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
JANUARY 13, 2021

The City of Oskaloosa Civil Service Commission met Wednesday, January 13, 2021 at 4:00 p.m. via electronic meeting to restrict physical access in accordance with Section Nine of the March 2020 Iowa Public Health Emergency Proclamation signed by Governor Kim Reynolds. 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 Campbell, seconded by Shullaw to approve the November 9, 2020 minutes. Motion carried unanimously.

It was moved by Shullaw, seconded by Campbell to certify the following for Patrol Officer:

Autumn Reisetter
Samuel Opana-Ogoli
Logan Hudson

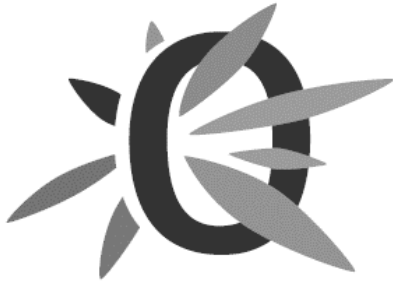
Motion carried unanimously.

It was moved by Holmberg, seconded by Shullaw that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 4:18 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk



Civil Service Communication

Meeting Date: April 7, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

Consider decertifying current Police Officer hiring list and approving a schedule and process for upcoming Police Officer testing.

Consider new lateral transfer procedures for approval and submission to City Council.

Explanation:

We currently have 5 vacant Officer positions, and have exhausted our current candidate list.

We would like to begin a standard hiring process, while running an accelerated lateral transfer hiring process separately.

Staff recommends approval.

Budget Consideration:

\$5,000 per certified lateral hire. This will be submitted to City Council for approval if approved by Civil Service Commission.

Attachments:

Proposed schedule for standard new hiring process

Proposed accelerated schedule for certified lateral hiring process

Employment agreement for certified lateral hire

Applicant process:

Advertising: City Website	April 16, 2021
Applications due:	May 21, 2021 by 4 p.m.
Testing	June 11, 2021
Civil Service Meeting	June 16, 2021
MMPI	July 2021
Background Check/Polygraph:	July 2021
Conditional Offer	July 2021
Physical:	July 2021
Hire:	August 2021

Ad

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

Certified lateral applicant process:

Advertising: City Website	April 16, 2021
Applications due:	Ongoing until positions filled with weekly review
Interviews	As available with weekly review of applicants
Civil Service Meeting	As needed to review POST/Interview scores for approved lateral hiring list
MMPI (required)	Immediately after Civil Service approves lateral hiring list
Background Check	Immediately after successful completion of MMPI
Conditional Offer	Immediately after completion of background check
Physical (required for MFPRSI)	Immediately after accepted conditional offer
Hire:	As soon as possible based on candidate's logistical challenges

Ad

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AGREEMENT

This Agreement is entered into by the City of Oskaloosa, Iowa, hereinafter referred to as “City” and _____, hereinafter referred to as “Employee”.

The intent of this Agreement is to provide for a financial incentive of up to \$5,000 to _____ as an ILEA-certified police officer, and to specify the consideration that the Employee provide the City in return for this financial incentive. It shall not be construed in any way as an employment agreement which would proffer a property right or interest on the Employee.

1. Employees who qualify to be considered as “ILEA-certified police officers” in the State of Iowa shall have a probationary period commencing on the date of hire and terminating nine (9) months following the date of hire.
2. Employees who qualify to be considered as “ILEA-certified police officers” may qualify for a hiring incentive of \$2,500 payable as soon as possible after hire date, with an additional sum of \$2,500 payable upon the completion of the probationary period.
3. Employee shall serve as a full-time police officer of the City after successful completion of Field Training.
4. In consideration for providing of these incentives, Employee agrees to work for the city as a police officer for at least two (2) years from the date of completion of the probationary period.
5. In the event the Employee does not successfully complete the probationary period, Employee shall be released from employment with the City and Employee shall reimburse the City for its total incentive pay received up to that date in accordance with the terms set forth in Section 9.
6. In the event the Employee voluntarily resigns from the Oskaloosa Police Department without having served as a certified police officer for at least two (2) years from the completion of the probationary period, the Employee shall reimburse the City for total incentives received per the following schedule:
 - a. The amount of reimbursement shall be determined as follows:
 1. If a law enforcement officer resigns less than one year following completion of the probationary period, one hundred percent (100%) of the total incentive received to that point.
 2. If a law enforcement officer resigns one year or more but less than two years after completion of the probationary period, fifty percent (50%) of total incentive received (i.e. \$2,500.00).

7. If the Employee is dismissed during the probationary period, or properly terminated without having served as a certified officer for at least two years after the end of the probationary period, the Employee shall reimburse the City for total incentives received.
8. At the end of two years of service as a certified police officer, following the successful completion of the probationary period, the amount owed for incentives by Employee shall be zero dollars.
9. Repayment of any incentive payments owed to the City by Employee shall be made in consecutive monthly payments in accordance with the following schedule:

Minimum Monthly Payment	Annual Percentage Rate
\$200	6%

The first payment shall be due 30 days after Employee's date of termination, and on the same date each month thereafter. The amount must be paid in full within 2 years of termination. Interest shall commence with the Employee's date of termination and shall be calculated on the unpaid principal balance to the date of each installment paid, with payments being credited first to accrued interest and then to the reduction of principal.

10. If Employee is killed or permanently and totally disabled as defined by Chapter 85 or Chapter 411 of the Iowa Code, while in the employ of the City any incentive repayment schedule shall cease.
11. This Agreement may be amended or canceled only upon agreement of both the City and the Employee.
12. Employee shall notify City of the Employee's place of residence while in the employ of the City and/or until such time as the debt for total incentive repayment is satisfied in full.
13. If reimbursement is not made in accordance with this Agreement, the Employee understands that the City at its option may seek Employee's decertification as an Iowa law enforcement officer.

Date

Date

By: _____
Benjamin J. Boeke, Chief of Police
City of Oskaloosa, Iowa

EXHIBIT A
(Estimated Incentives)

Hiring Incentive	<u>\$2,500.00</u>
Completion of Probationary Period Incentive (9-months)	<u>\$2,500.00</u>
TOTAL.....	\$5,000.00



Civil Service Communication

Meeting Date: April 7, 2021

Requested By: Fire Chief

Item Title: Civil Service Meeting

Consider decertifying the current Fire Captains list and approving a schedule and selection process for a new Fire Captains promotional list. The existing list has been exhausted with the promotion of Mark Tennison

Explanation:

We currently have one (1) vacant Fire Captain position, which is being filled by an Acting Captain.

Budget Consideration:

These are currently budgeted positions. No Changes.

Attachments:

2021 Fire Captain Testing Announcement memo
2021 Fire Captain Assessment Center Schedule

To: Fire Department members
From: Jeffrey D. Swanson, Fire Chief
Date: June 1, 2021
Re: Fire Captain Testing



FIRE CAPTAIN VACANCY

The City of Oskaloosa is accepting applications for the position of Fire Captain. Testing consists of a written examination, essay questions and an oral presentation.

All applicants must have:

- a minimum of five (5) years' full-time experience within the fire service at the time of promotion
- IFSAC certified Firefighter 2
- IFSAC Hazardous Materials Operations
- IFSAC certified Fire Instructor 1
- IFSAC certified Fire Inspector 1
- IFSAC certification of Fire Officer 1 and Fire Investigator within the first year of promotion.

This testing is to establish a Civil Service eligibility list for future captain's position promotion within the Oskaloosa Fire Department. For an application packet contact the City Clerk's Office, 220 South Market Street, Oskaloosa, IA 52577. The completed employment application must be turned in to the City Clerk's Office by 4:00 p.m. local time on June 25th, 2021. Oskaloosa is an EOE.





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.

Application period closes at 4:00 p.m. local time.

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 interview 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.

Present final scores to Civil Service validation and certification of promotional list.

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

* **DATES MAY CHANGE, DUE SCHEDULING OF THE ASSESSMENT CENTER PANEL.
CANDIDATES WILL BE INFORMED OF ANY CHANGES.**

Recommended Testing Dates.

June. 1 st 2021	Application for Fire Captain Opens
June. 25 th 2021	Application period closes
July 16 th , 2021	Oral Interview
Aug. 3 rd , 2021	Essay Question completion
Aug. 10 th 2021	Written Exam
<u>Aug. 17th, 2021</u>	<u>Final Scores to Civil Service Commission</u>

Oral Interview

This section of the promotion process will be conducted, as in the past, using area fire chief officers. The specific list of officers has not been determined. No one from the Oskaloosa Fire Department will be part of the Oral Interview. The same questions will be used for all candidates.

Essay Questions

This section of the promotion process will require the members to answer five questions. Specific directions are listed below.

Essay Question Instructions

Located on the jump drive you have been given are five questions that you are required to answer.

Your answers to these questions will be scored by the Assessment Center Panel comprised of current Fire Service Officers holding a position no less than Assistant Fire Chief.

This panel has been given instructions to score your answers on a scale of 1-10 based on the following components;

Clarity of writing

Organization of answer

Grammar, spelling, sentence structure

Completeness of answer

Concise response

Answer on topic

Held assessor's attention

To the point know was the answer correct in the assessor's mind

Your answers to these questions will be considered as part of your assessment center work and be calculated as 33% of your total score.

YOU WILL HAVE 2 HOURS TO COMPLETE THIS ASSIGNMENT.

When you are finished write your name on the provided white envelope, place the jump drive into the envelope and seal it. Present the envelope to the proctor. You are then free to leave

Written Exam

I am recommending that the written exam be purchased from Fire and Police Selection Incorporated. This company offers a test package that incorporates standard job knowledge for the Fire Company Officer as well as a Human Relations test. The test has 50 questions drawn from each of the following sources totaling 100 questions.

The Company Officer questions will be drawn from the Fire and Emergency Services Company Officer book. This source is extremely relevant to the Captain's position responsibilities.

<https://www.ifsta.org/shop/fire-and-emergency-services-company-officer-5th/36530>

Human Relations-Critical Incidents—NEW!

As a way of ensuring that your company officers possess the necessary human relations skills required to successfully supervise and manage their employees and to respond to various public safety calls, consider incorporating our newly developed and validated emotional intelligence (EQ) items into your promotional written test.

FPSI worked with Company Officers who identified actual critical incidents that a candidate is likely to face on the job, and which require critical human relations skills.

Retrieved from <https://www.fpsi.com/promotional-testing/>