



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

Agenda

Given Section Sixty-Seven of the Governor's May 27, 2021, proclamation suspending the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, this meeting will be conducted electronically with the public allowed to attend by telephone conference or website address provided on this agenda.

Join Zoom Meeting

<https://us02web.zoom.us/j/82081851616?pwd=OWs0WU9sNFkrR1UzaGtydTdhWERBQT09>

Meeting ID: 820 8185 1616

Passcode: 117940

Call in: 312 626 6799 US (Chicago)

Call to Order and Roll Call - Tuesday, June 15, 2021, 4:30 P.M.

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

Documents:

[Minutes April 7, 2021.docx](#)

3. **Consider approving a schedule and process for upcoming sergeant exam**

Four (4) sergeant positions were recently created which hopefully will be filled from internal candidates. This testing process is proposed to let interested candidates show necessary knowledge in topics such as the union contract, "hot topics" in policing, and department policies.

Documents:

[COM 20210615_Civil_Service SGT PROCESS.docx](#)

[Sgt. testing timeline 2021.docx](#)

[Notice of Testing for Police Sergeant 2021.doc](#)

4. Consider results of new officer testing and certify candidate list for police officers

Testing conducted June 11, 2021; 18 candidates were invited to test. Results will be available for review prior to the meeting.

Documents:

[COM 20210615_Civil_Service NEW HIRE.docx](#)

5. Consider results of lateral transfer applicant process and certify candidate list for certified police officers

Scored interviews have been conducted for ILEA-certified candidates and POST scores requested. To date, five (5) ILEA-certified candidates have applied. Scores will be available for review prior to meeting.

Documents:

[COM 20210615_Civil_Service LATERAL.docx](#)

6. 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
April 7, 2021

The City of Oskaloosa Civil Service Commission met Wednesday, April 7, 2021 at 4:30 p.m. Andy Holmberg called the meeting to order with Wyndell Campbell and Douglas Shullaw present. Also present were Ben Boeke, Police Chief; Jeff Swanson, Fire Chief; Amy Miller, City Clerk; Misty White-Willis and Steve Armburst.

It was moved by Campbell, seconded Shullaw to approve the January 13, 2021 minutes. Motion carried unanimously.

It was moved by Shullaw, seconded by Campbell to decertify the Police Officer list dated January 13, 2021. Motion carried unanimously.

The Commission discussed the Police Officer testing process and considered new lateral transfer procedures which includes an additional \$5,000 for any applicants hired as an accelerated lateral transfer with ILEA certification. It was moved by Shullaw, seconded by Holmberg to approve both the standard application process for Police Officer as attached to the minutes as well as a certified lateral applicant process attached to the minutes. Motion carried unanimously.

It was moved by Shullaw, seconded by Campbell to decertify the Fire Captain promotional list dated February 21, 2020. Motion carried unanimously.

The Commission discussed the Fire Captain promotional process. It was moved by Campbell, seconded by Holmberg to approve the Fire Captain promotional process 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 5:15 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller

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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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. 1st 2021 Application for Fire Captain Opens

June. 25th 2021 Application period closes

July 16th, 2021 Oral Interview

Aug. 3rd, 2021 Essay Question completion

Aug.10th 2021 Written Exam

Aug.17th, 2021 _____ Final Scores to Civil Service Commission



Civil Service Communication

Meeting Date: June 15, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

Consider approving a schedule and process for upcoming Sergeant exam.

Explanation:

We currently have 4 recently created Sergeant positions, which will hopefully be filled from internal candidates. This testing process is proposed to let interested candidates show necessary knowledge in topics such as the Union contract, “hot topics” in policing, and department policies.

Budget Consideration:

These are currently budgeted positions. No Changes.

Attachments:

Proposed Schedule
Notice of Testing

Oskaloosa Police Department

Sergeant Promotional Selection Process

| | |
|------------------------------|---|
| June 15 th , 2021 | Civil Service Approves Process |
| June 18 th , 2021 | Posted Notice of Promotional Process |
| July 2 nd , 2021 | Deadline for applicant sign-up (1600 hours) (2 weeks) |
| Aug 6 th , 2021 | Written Examination Oral interview |
| | Scoring Weights: |
| | Written Examination 45% (100 pts) |
| | Oral Interview 55% (100 pts) |
| August 2021 | Civil Service Certifies Promotional list |
| September 2021 | Promotion(s) announced |

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.

NOTICE OF TESTING FOR POLICE SERGEANT

*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 SERGEANT**.*

MINIMUM REQUIREMENTS

To be eligible for examination, Officers must have two (2) years of service from most recent hire date, or four (4) 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 five (5) 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 August 6th, 2021. 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:

45% of scoring from written examination,

55% from the oral interview.

A minimum score of 70% on each portion is required to pass.

Veteran's points will be awarded as prescribed in Chapter 400 of the Iowa Code. These points may be used for positioning on the certification list but will not determine a candidate's passing or failing. Claims for veteran's points need to be registered with the Administrative Assistant to the Chief on or before the testing date.

CLOSING DATE

Application closing date will be July 2nd, 2021. You must register with the City Clerk on or before 4:00 p.m. on this date to participate in this testing procedure.



Civil Service Communication

Meeting Date: June 15, 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 June 11. Eighteen (18) candidates were invited to test. Results will be available for review prior to the meeting.

Budget Consideration:

These are currently budgeted positions. No Changes.

Attachments:



Civil Service Communication

Meeting Date: June 15, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

Consider results of lateral transfer applicant process and certify candidate list for Certified Police Officers.

Explanation:

Scored interviews have been conducted for ILEA-certified candidates, and POST scores requested. To date, we have had 5 ILEA-certified candidates apply.

Scores will be available for review prior to meeting.

Budget Consideration:

These are currently budgeted positions. No Changes.

Attachments: