



**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 March 2020 Iowa Public Health Emergency Proclamation signed by Governor Kim Reynolds.

To join by Zoom

<https://us02web.zoom.us/j/84378178188?pwd=cFU1TFQ1Q0FkbW5HcFpUZXFDTGo0UT09>

Meeting ID: 843 7817 8188

Password: 230537

Dial in: 3 12 626 6799 US (Chicago)

Call to Order and Roll Call - July 15, 2020, 4:00 P.M.

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

Documents:

[Minutes June 10, 2020.pdf](#)

- 3. Review and possible action on Police Officer testing process**

Documents:

[COM 20200715_Civil_Service.pdf](#)

- 4. Certify Fire Chief Candidate List**

List to be provided at meeting.

- 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
JUNE 10, 2020

The City of Oskaloosa Civil Service Commission met Wednesday, June 10, 2020 at 4:00 p.m. via electronic meeting to restrict physical access in accordance with the March 2020 Iowa Public Health Emergency Proclamation signed by Governor Kim Reynolds. Andy Holmberg called the meeting to order with Douglas Shullaw present. Also present were City Manager Michael Schrock, Interim Fire Chief David Christenson and City Clerk Amy Miller.

It was moved by Shullaw, seconded by Holmberg to approve the February 21, 2020 minutes. Motion carried unanimously.

The Oskaloosa Civil Service Commission reviewed the proposed timeline and hiring process for the position of Fire Chief. Michael Schrock presented the proposed timeline and answered questions. It was moved by Holmberg, seconded by Shullaw to approve the Oskaloosa Fire Chief Recruitment with the attached proposed timeline. Motion carried unanimously.

The meeting adjourned at 4:27 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk

Proposed Timeline

Oskaloosa Fire Chief Recruitment

June 10, 2020

June 10, 2020

- Meet with Civil Service Commission and review recruitment timeline and procedures. Make modifications as necessary

June 11, 2020

- Publish position announcement. Search open until July 8, 2020
- City website, Chiefs Association website, League of Cities website

June 11 to July 8, 2020

- Receive resumes
- Position profile created and published on city's website

Week of July 13, 2020

- Candidates selected by selection committee for certification by Civil Service
- Civil Service certifies list of finalists (**July 15, 2020 at 4:00PM?**)

Week of July 27, 2020

- Final three to five candidates selected by city manager
- Finalists notified and invited to Oskaloosa for interviews and tours on August 6 and 7, 2020

Week of August 3, 2020

- Evaluation of finalists in Oskaloosa Day 1 (tentatively August 6, 2020)
 - Candidates and significant others tour city
 - Candidates meet with members of the Fire Department
 - Candidates meet public in an evening open house with significant others
- Interviews of Candidates Day 2 (tentatively August 7, 2020)
 - Interview panels
 - Professional panel, area Fire Chief(s), Police Chief, and EMA/911

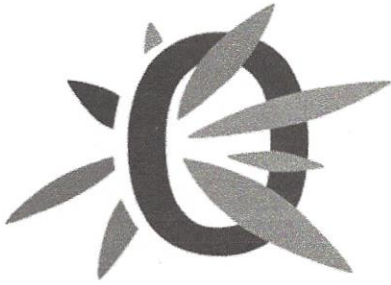
- Community members, Mayor & City Council, and Civil Service Chairman
- Offer of employment to be made

August 17, 2020

- City Manager's recommendation for appointment of Fire Chief to City Council/Approval

September 30, 2020

- Christenson's final day with the Department



Civil Service Communication

Meeting Date: July 15, 2020

Requested By: Police Chief

Item Title: Civil Service Meeting

Consider approving a schedule for upcoming Police Officer testing.

Explanation:

We currently have 2 vacant Officer positions, and are without a current candidate list. The past list expired in April. We lost one Officer in March and one in June.

Staff recommends approval.

Budget Consideration:

Currently budgeted positions. No changes.

Attachments:

Proposed Schedule

Applicant process:

Advertising: City Website July 16, 2020

Applications due: August 14, 2020 by 5 p.m.

Testing September 18, 2020

Civil Service Meeting September 23, 2020

MMPI October 2020

Conditional Offer October 2020

Background Check/Polygraph: October 2020

Physical: October 2020

Hire: November 2020

Ad

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