



City of Oskaloosa
Civil Service Commission
Council Chambers
City Hall, 220 South Market Street
Oskaloosa, Iowa 52577

Agenda

Call to Order and Roll Call - Tuesday, August 24, 2021, 4:30 P.M.

1. **Roll Call:** _____ Campbell, _____ Holmberg,
_____ Shullaw
2. **Approve previous meeting minutes, subject to corrections**
Documents:
[Minutes June 15, 2021.docx](#)
3. **Consider decertifying current Lateral Certified List.**
Documents:
[COM 20210824_Civil_Service LATERAL_DECERTIFY.docx](#)
4. **Consider results of lateral transfer applicant process and certify candidate list for Lateral Certified Police Officers.**
Documents:
[COM 20210824_Civil_Service LATERAL_LIST.docx](#)
5. **Consider certifying Sergeant Promotional List**
Documents:
[COM 20210824_Civil_Service_Commission_Sgt_Test.docx](#)
6. **Consider certifying Fire Captain's Promotional list**

Documents:

[9386 \(4\).docx](#)

7. 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 15, 2021

The City of Oskaloosa Civil Service Commission met Tuesday, June 15, 2021 at 4:30 p.m. Amy Miller called the meeting to order with Wyndell Campbell and Douglas Shullaw present. Also present was Police Chief Ben Boeke. Andy Holmberg was absent

It was moved by Campbell, seconded Shullaw to approve the April 7, 2021 minutes. Motion carried unanimously.

The Commission discussed the Police Sergeant testing and promotional process. It was moved by Shullaw, seconded by Campbell to approve the Police Sergeant testing and promotional process attached to the minutes. Motion carried unanimously.

It was moved by Campbell, seconded by Shullaw to certify the following for police officer:

Stephen Stangl
Andrew O'Day
Mitchell Monarchino
Brandon Dizon
Marcus Wilkins
Gage Van Gorp
Jerica Ingle

Motion carried unanimously

It was moved by Campbell, seconded by Shullaw to certify the following for lateral transfer certified police officer:

Travis Hamilton
Andrew Brownlee
Michael Skocinski
Bo Greene

Motion carried unanimously.

It was moved by Shullaw, seconded by Campbell that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 4:53 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller

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: August 24, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

Consider decertifying current Lateral Certified List.

Explanation:

All candidates on Lateral Certified List have been exhausted due to problematic background investigations or they have taken positions elsewhere.

Budget Consideration:

Attachments:



Civil Service Communication

Meeting Date: August 24, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

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

Explanation:

Scored interview has been conducted for ILEA-certified candidate, and POST score requested. To date, we have had 1 ILEA-certified candidate apply.

Scores will be available for review prior to meeting.

Budget Consideration:**Attachments:**



Civil Service Communication

Meeting Date: August 24, 2021

Requested By: Police Chief

Item Title: Civil Service Meeting

Consider certifying Sergeant Promotional List

Explanation:

We currently have 4 vacant Sergeant positions, which were created by the restructuring plan. Five candidates applied for the newly created Sergeant position, and completed the assessment as approved.

Scores will be available prior to the meeting.

Budget Consideration:

Attachments:



Civil Service Communication

Meeting Date: August 24, 2021

Requested By: Fire Chief

Item Title: Civil Service Meeting

Consider certifying Fire Captains Promotional list.

Explanation:

We have recently completed the Fire Captain's testing which was comprised of

1. Oral Interview conducted by four area fire chiefs
 - Chief Wyman, Knoxville FD
 - Chief Sicard, Grinnell FD
 - Chief Miller, Ottumwa FD
 - Deputy Chief Bengé, Ottumwa FD
2. Written response to essay questions
3. Written test purchased from Fire and Police Selection Incorporated.

Scores will be available prior to the meeting.

Budget Consideration:

This is a currently budgeted position. No Changes.

Attachments: