



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 - Wednesday, November 3, 2021, 5:00 P.M.

1. **Roll Call:** _____ Campbell, _____ Holmberg,
_____ Shullaw

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

Documents:

[Civil Service Minutes - August 24, 2021.docx](#)

3. **Consider approval of a schedule and selection process for a new firefighter.**

Documents:

[COM_20211102_Fire position.docx](#)

[Oskaloosa Fire Department Entrance Examination Timeline.docx](#)

4. **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
AUGUST 24, 2021

The City of Oskaloosa Civil Service Commission met Tuesday, August 24, 2021 at 4:30 p.m. Andy Holmberg (via telephone) called the meeting to order with Douglas Shullaw and Wyndell Campbell present. Also present were Police Chief Ben Boeke, Fire Chief Jeff Swanson and City Clerk Amy Miller. Absent: None.

It was moved by Campbell, seconded by Shullaw to approve the June 15, 2021 minutes with the correction of reflecting that the certified lists for police officer and lateral transfers were selected from a blind list of candidates. Motion carried unanimously.

It was moved by Campbell, seconded by Shullaw to decertify the Lateral Patrol Officer list dated June 15, 2021. Motion carried unanimously.

No action was taken on the agenda item to consider results of a lateral transfer applicant process and certify candidate list for Lateral Patrol Officers.

Chief Boeke presented a blind list of test results from the Police Sergeant promotional testing. It was moved by Shullaw, seconded by Campbell to certify the following top three candidates from a blind list for Police Sergeant:

Austin Rogers
Justin DeKleine
Nicholas Landgrebe

Motion carried unanimously.

Chief Swanson presented a blind list of test results from the Fire Captain promotional testing. It was moved by Shullaw, seconded by Campbell to certify the following top two candidates from a blind list for Fire Captain:

Shane Glandon
Adam Haroldson

Motion carried unanimously.

It was moved by Holmberg, seconded by Shullaw that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 4:48 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk



City Council Communication

Meeting Date: November 3, 2021

Requested By: Fire Department

Item Title: Civil Service Meeting

Consider approval of a schedule and selection process for a new firefighter.

Explanation:

The Fire Department currently has one (1) vacant position for a firefighter, and there is not a current certified list of candidates to use for hiring. The proposed timeline anticipates completing a certified list of candidates by January 2022.

Budget Consideration:

This item is included in the FY 2022 approved budget.

Attachments:

Oskaloosa Fire Department Entrance Examination Procedure timeline

Oskaloosa Fire Department Entrance Examination
Procedure Timeline

11-3-2021 Civil Service meeting to approve a procedure timeline.

11-4-2021

Civil Service list posting to begin application period. Advertise on City of Oskaloosa website, Oskaloosa Herald, Firehouse.com, Indeed.com and mass emailing of list posting to fire departments.

12-3-2021 17:00

Application period closes. (33 days)

12-17-2021

Invitations to test letter mailed to candidates.

01-08-2022

09:00 Agility Test Time Cap: 10 minutes Pass/Fail

12:30 Written exam purchased from International Personnel Management Association
Proctored by: (Mike Dursky?)

14:00-17:00

Scored Interviews (outside of area first). Panel to consist of Fire Chief, two Captains.

01-09-2022

Resume scored interviews. (If required)

01-10-2022

Compile candidates final scoring.

Scoring will consist of 50% of the written exam score and 50% of the interview score added together.

All candidates who participate the written exam and scored interview will be presented to the Civil Service Commission for consideration

01-14-2022

List of candidates to Civil Service Commission for certification.