



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, December 29, 2021, 5:00 P.M.

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

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

Documents:

[20211103 Civil Service Commission Meeting Minutes.pdf](#)

3. **Consider results of new firefighter testing and certify candidate list for firefighter.**

Documents:

[COM_12292021 Firefighter certification.docx](#)
[2021 Civil Service Letter \(entry level testing\).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
NOVEMBER 3, 2021

The City of Oskaloosa Civil Service Commission met Wednesday, November 3, 2021 at 5:00 p.m. Andy Holmberg called the meeting to order with Douglas Shullaw and Wyndell Campbell present. Also present were Interim Fire Chief Daniel Hoy and City Clerk Amy Miller. Absent: None.

It was moved by Campbell, seconded by Shullaw to approve the August 24, 2021 minutes. Motion carried unanimously.

The Commission discussed the Firefighter testing process and proposed timeline. It was moved by Campbell, seconded by Shullaw to approve the application process for Firefighter and a new timeline allowing a minimum of 15 days and a maximum of 33 days for accepting applications. Motion carried unanimously. Attached to the minutes is the revised timeline provided by Interim Fire Chief Hoy.

It was moved by Holmberg, seconded by Shullaw that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 5:18 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk

Oskaloosa Fire Department Entrance Examination

Procedure Timeline

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

11-5-2021

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.

11-19-2021 17:00

Application period closes, with option to extend to Dec 3rd depending on applications (13 days)

11-22-2021

Invitations to test letter mailed to candidates.

12-11-2021

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.

12-12-2021

Resume scored interviews. (If required)

12-13-2021

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

12-13-2021

List of candidates to Civil Service Commission for certification.



Civil Service Communication

Meeting Date: December 29, 2021

Requested By: Interim Fire Chief

Item Title: Civil Service Meeting

Consider results of new firefighter testing and certify candidate list for Firefighter.

Explanation:

On December 11, 2021 the Oskaloosa Fire Department conducted testing to fill an open firefighter position. Eleven (11) candidates were invited to test, and five (5) candidates completed all phases of testing. Results will be available for review prior to the meeting.

Budget Consideration:

The open position is included in the FY 2022 approved budget.

Attachments:

Letter from Interim Fire Chief



Daniel Hoy
Interim Fire Chief
dhoy@oskaloosaiowa.org
City of Oskaloosa, Iowa

Phone: 641.673.3541 Ext. 1 Fax: 641.673.3047

Dec 15, 2021

To: City of Oskaloosa Civil Service Commission

Re: Assessment Center Results

Members of the Commission,

On Saturday December 11th, 2021 the Oskaloosa Fire Department conducted an assessment center which consisted of three components: agility testing, written exam and scored oral interviews. This assessment center was approved by the City of Oskaloosa Civil Service Commission for the purpose of establishing a hiring list for any current or future career staff vacancies within the Oskaloosa Fire Department.

Eleven applications were submitted to the Oskaloosa city clerk's office and eleven invitations to test were mailed to the candidates. Six of the candidates began the assessment center at 0900 hours. Three candidates withdrew from testing via phone call, and two were no shows.

Five candidates passed all three phases of the assessment center. Their respective scores for each phase as well as their overall ranking after the completion of the assessment center are included as an attachment to this document.

Respectfully,

Daniel Hoy
Interim Fire Chief
City of Oskaloosa

Cc: Amy Miller

