

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.

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Andy Holmberg, Chairman

ATTEST:

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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

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**POLICE OFFICER**

City of Oskaloosa

Information available online at

[www.oskaloosaiowa.org](http://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
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To: Fire Department members  
From: Jeffrey D. Swanson, Fire Chief  
Date: June 1, 2021  
Re: Fire Captain Testing

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### 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 25<sup>th</sup>, 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.

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Application period closes at 4:00 p.m. local time.

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Written examination 100 questions multiple choice administered by Mike Dursky  
This exam will account for 33% of the candidate's final score.

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Essay question completion. Administered by Mike Dursky  
This exam will account for 33% of the candidate's final score.

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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.

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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. 1<sup>st</sup> 2021            Application for Fire Captain Opens

June. 25<sup>th</sup> 2021           Application period closes

July 16<sup>th</sup>, 2021            Oral Interview

Aug. 3<sup>rd</sup>, 2021            Essay Question completion

Aug. 10<sup>th</sup> 2021            Written Exam

Aug. 17<sup>th</sup>, 2021            Final Scores to Civil Service Commission