

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