

CITY OF OSKALOOSA
CIVIL SERVICE COMMISSION
AUGUST 10, 2023

The City of Oskaloosa Civil Service Commission met Thursday, August 10, 2023, at 5:00 p.m. Andy Holmberg called the meeting to order at 5:37 pm with Wyndell Campbell present. Also present were Fire Chief Scott Vaughan, Captain Daniel Hoy, Police Chief Ben Boeke and Finance Director Amy Miller. Absent: Beverly Hutchinson.

It was moved by Campbell, seconded by Holmberg to approve the January 18, 2023, minutes. Motion carried unanimously.

It was moved by Campbell, seconded by Holmberg to decertify the patrol officer certified list dated January 18, 2023. Motion carried unanimously.

The Commission discussed the testing process and proposed timeline for lateral certified patrol officer. It was moved by Campbell, seconded by Holmberg to approve an accelerated schedule and process for lateral certified patrol officer testing. Motion carried unanimously. Below is the proposed timeline.

Certified lateral applicant process:

Advertising: City Website	Week of August 14, 2023
Applications due:	Ongoing until positions are filled with weekly review
Interviews	As available with a weekly review of applicants
Civil Service Meeting	As needed to review POST/Interview scores for approved lateral hiring list
MMPI	Immediately after Civil Service approves lateral hiring list
Background Check/Polygraph:	Immediately after completion of MMPI
Conditional Offer	Immediately after completion of background check
Physical:	Immediately after accepting a conditional offer
Hire:	As soon as possible based on the candidate's logistical challenges

The Commission discussed the testing process and proposed timeline for the patrol officer position. It was moved by Campbell, seconded by Holmberg to approve the application process for patrol officer testing and timeline. Motion carried unanimously. Below is the proposed timeline.

Applicant process:

Advertising: City Website	Week of August 14, 2023
Applications due:	September 29, 2023, by 4 p.m.
Testing	October 27, 2023
Civil Service Meeting	November 1-10, 2023
MMPI	November 2023
Background Check/Polygraph:	November 2023
Conditional Offer	November 2023
Physical:	November 2023
Hire:	December 2023

The Commission discussed the testing process and proposed timeline for the firefighter position. It was moved by Campbell, seconded by Holmberg to approve the application process for firefighter testing and timeline. Motion carried unanimously. Below is the proposed timeline.

Applicant process:

Advertising: City Website	Week of August 22, 2023
Applications due:	September 29, 2023, by 4 p.m.
Testing	October 28, 2023
Civil Service Meeting	November 1-10, 2023
MMPI	November 2023
Background Check	November 2023
Conditional Offer	November 2023
Physical:	November 2023
Hire:	December 2023

It was moved by Wyndell, seconded by Holmberg that the meeting adjourn. Motion carried unanimously. Meeting adjourned at 5:55 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk