

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.

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Andy Holmberg, Chairman

ATTEST:

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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 3<sup>rd</sup> 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.