

CIVIL SERVICE COMMISSION
August 16, 2021
4:00 PM
Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVE AGENDA**
- 3. APPROVE MINUTES FROM PRIOR MEETING(S)**
 - A. July 19, 2021
- 4. APPROVE TESTING PROCEDURES**
- 5. CERTIFY ELIGIBILITY LIST**
 - A. Account Clerk II
 - B. Utility Worker II
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

Disclaimer:

If you require special assistance, please contact the City Clerk's Office
at 712-890-5261 at least 24 hours prior to the meeting.

CIVIL SERVICE COMMISSION
July 19, 2021 11:00 AM
Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

MINUTES

CALL TO ORDER

Commissioner Wood called the meeting to order at 11:00 am on July 19, 2021.

Commissioners present: Carol Wood and Kate Cutler.

Commissioner present via phone: Jeffrey Nelson.

Commission staff present: Cori Shaw, Mallory Davis, Jodi Quakenbush and Graham Jura.

Other staff present: Stacie Jensen and Scott Milner.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of Agenda for July 19, 2021. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

June 30, 2021

Kate Cutler and Jeff Nelson moved and seconded approval of Minutes for June 30, 2021. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Account Clerk II

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Account Clerk II. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Police Sergeant

Jeff Nelson and Kate Cutler moved and seconded approval of Police Sergeant Eligibility List. Unanimous, 3-0 vote.

Accountant I

Kate Cutler and Jeff Nelson moved and seconded approval of Accountant I Eligibility List. Unanimous, 3-0 vote.

Accountant II

Jeff Nelson and Kate Cutler moved and seconded approval of Accountant II Eligibility List. Unanimous, 3-0 vote.

OTHER BUSINESS

Regular meeting of July 28, 2021 is canceled.

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn at 11:08 a.m. Unanimous, 3-0 vote.

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

August 16, 2021

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Account Clerk II

Background

The application process for Account Clerk II has been conducted and an eligibility list prepared for the Commission's consideration. There were 54 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Katelynn Sowers
2. Heather Johnston

Expires: August 16, 2023

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

August 16, 2021

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Utility Worker II

Background

The application process for Utility Worker II has been conducted and an eligibility list prepared for the Commission's consideration. There were 29 candidates.

Recommendation

It is the recommendation of staff that the Commission certify the eligibility list as presented below:

1. Jamie Martin
2. Javen Pullom
3. Aaron Egner
4. Levi Shipley
5. Jakob Kai
6. Kevin Pointer
7. Scott Volff
8. Timothy Cash, Jr.

Expires: August 16, 2023