



CIVIL SERVICE COMMISSION

January 25, 2023

8:00 AM

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. December 28, 2022

4. APPROVE TESTING PROCEDURES

A. Solid Waste Support Specialist

5. CERTIFY ELIGIBILITY LIST

A. Utility Worker II

B. Records Technician I

6. OTHER BUSINESS

A. Van Maanen Appeal

A settlement agreement and release has been executed by Sara Van Maanen and the City of Council Bluffs, therefore by motion and approval of the Civil Service Commission the appeal hearing currently scheduled for March 1, 2023 and March 2, 2023 is hereby canceled.

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

December 28, 2022

8:00 AM

Human Resource Conference Room, Third Floor
City Hall, 209 Pearl Street

MINUTES

CALL TO ORDER

Chair Carol Wood called the meeting to order at 8:00 am on December 28, 2022.

Commissioners present: Carol Wood

Commissioners present via telephone: Kate Cutler and Jeffrey Nelson.

Staff present: Jodi Quakenbush, Cori Shaw Greg Schultz, Graham Jura and Justin James.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of Meeting Agenda for December 28, 2022. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

November 30, 2022

Jeff Nelson and Kate Cutler moved and seconded approval of Meeting Minutes from November 30, 2022. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Plant Maintenance Worker

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Plant Maintenance Worker. Unanimous, 3-0 vote.

Firefighter & Firefighter/Paramedic

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Firefighter and Firefighter Paramedic. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Accountant II

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the eligibility list for Accountant II. Unanimous, 3-0 vote.

Payroll & Benefits Specialist

Kate Cutler and Jeff Nelson moved and seconded approval of certifying the eligibility list for Payroll and Benefits Specialist. Unanimous, 3-0 vote.

Equipment Mechanic

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the eligibility list for Equipment Mechanic. Unanimous, 3-0 vote.

Recycling Aide

Kate Cutler and Jeff Nelson moved and seconded approval of certifying the eligibility list for Recycling Aide. Unanimous, 3-0 vote.

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn at 8:31 am. Passed, 3-0 vote.

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

January 25, 2023

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Solid Waste Support Specialist

Background

The Director of Public Works is requesting a list be established for the position of Solid Waste Support Specialist.

Recommendation

It is the recommendation of staff that the Commission approve the procedures as outlined below:

1. **Application**

To be eligible, candidates must complete and submit an application to include an application supplement to the Human Resources Department during the application period. The application supplement will help candidates illustrate their qualifications for this position. We will accept the first 100 applications.

2. **Skills Exam:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the skills exam that will be administered by the Human Resources Department. This exam will be used to determine the candidate's ability to perform tasks using Excel (Passing Score: 70%). The skills exam and oral interview will take place on the same date.

2. **Oral Interview**

Management staff identified by the Human Resources Department will review all received applications. Based on the candidates' qualifications outlined on their application, the top candidates shall participate in the oral interview. The candidates who participate in the oral interview and skills exam will be the same. The oral interview shall be conducted by a panel of three appointed by the Human Resources Department. (Passing score of 65%). To be placed on the eligibility list, candidates must receive a passing score on both the skills exam and the oral interview.



City of Council Bluffs

Job Description

Solid Waste Support Specialist

Department: Public Works

Supervisor: Solid Waste Management Superintendent

Location: Recycling Center

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2022

Union: CWA

Pay Grade: 15

Summary: Performs a variety of clerical and customer service duties at the City's Recycling facility including handling public inquiries and concerns. This is a front-line position providing excellent customer service to the members of the public and other City employees. Must be able to exercise good judgment and discretion in providing information to internal and external customers in tactful and courteous manner.

Essential Duties and Responsibilities:

- Oversees scale operations and personnel to ensure compliance of policies and procedures:
 - Checks daily scale transactions and tracking information for accuracy;
 - Prepares and maintains tonnage, commodity, sales tax, and other reports specific to the division;
 - Coordinates with Solid Waste Superintendent to ensure correct computer system operation and accounting practices;
 - Performs a variety of duties to include revision or addition of information in the scale computer system and updating files;
 - Operates inbound and outbound computerized truck scales to track wastes being disposed or recycled; weighs commercial and private vehicles;
 - Determines specific information about each load then directs customers to appropriate disposal or recycling areas and inspects loads for hazardous and unacceptable wastes;
 - Collects fees and makes change for cash transactions. Processes cash, credit, debit, charge, and check transactions;
 - Balances receipts, closing reports, and performs bookkeeping functions daily to process and account for Solid Waste revenue
- Provides information, responds to inquiries or complaints from the public, co- workers and other departments, in person, by phone, by two-way radio, and by email
- Maintains division employee and financial records:

- Prepares monthly invoices and maintains accounts receivable documentation;
- Orders supplies and equipment and arranges services for needs specific to scale operations;
- Processes purchase orders and accounts payable documentation for routing to the Finance Department;
- Accesses several computer programs needed to perform the daily functions related to Scale Operations
- Establishes effective working relationships with public and staff:
 - Provides general information, advice, and technical assistance to general public concerning governmental requirements, procedures, and regulations for obtaining City services
 - Screens complaints and addresses concerns made by the general public
- Communicates the Public Works Department's Solid Waste Management Division vision, goals and objectives:
 - Develops educational materials to inform residents within the planning area of solid waste management rules and regulations
 - Assists with grant preparation process as to content, needs, reporting deadlines, criteria and documentation;
 - Maintains current knowledge of state and federal funding opportunities;
 - Provides information, conducts research and analysis;
 - Composes written reports and recommendations as requested
- Assists in the implementation of Regional Collection Center (RCC) (Permanent Household Hazardous Materials Collection Program):
 - Helps customers to fill out questionnaires/survey forms
 - Shelves any household hazardous material that is deemed reusable
 - Makes a record of any new or reusable household hazardous materials
 - Removes batteries, used oil, paint/paint products and other materials from vehicles
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Supervises team members including seasonal employees

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or General Education Degree (GED)
- Associate's Degree in Accounting, Business or a related area of study preferred
- Four (4) years' full-time work experience performing responsible similar duties
- Cash handling, preferred
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Valid driver's license
- Ability to satisfactorily complete OSHA 24-hour HAZWOPER training within first 12 months of employment.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- Occasionally required to climb, balance, stoop, kneel and crouch and lift and/or move up to 50 pounds.
- Distance and close vision and depth perception are required with the ability to adjust focus.
- The work environment is an industrial setting, subject to high noise levels and frequent interruptions.
- Must have the ability to work both in and out of doors, in all weather conditions, in dusty environments, and in moderate traffic.

Other Skills and Abilities:

- Thorough knowledge of general office procedures, record keeping and filing procedures
- Working knowledge of Microsoft Office software (Excel, Outlook, PowerPoint, Word)
- Ability to communicate effectively both orally and in writing
- Ability to deal with tact and courtesy with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies
- Ability to work accurately with numbers and codes, compose and edit documents including good knowledge of spelling, office vocabulary, and grammar
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to work efficiently in an atmosphere with frequent interruptions and to remain calm and controlled during stressful situations
- Ability to perform work assignments with minimum supervision
- Ability to maintain confidential information

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

January 25, 2023

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 8 candidates.

Recommendation

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

1. Patrick Neal
2. Nathan Lessig
3. Matthew Rief

Expires: January 25, 2025

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

January 25, 2023

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Records Technician I

Background

The application process for Records Technician I has been conducted and an eligibility list prepared for the Commission's consideration. There was 87 candidates.

Recommendation

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

1. Kirsten Rose
2. Cassidy Cooper
3. Nicole Bixler
4. Nicole Johnstone

Expires: January 25, 2025

Civil Service Commission Communication

Department: City Clerk

Case/Project No.:

Van Maanen Appeal

Commission Action: 1/25/2023

Submitted by:

Description

A settlement agreement and release has been executed by Sara Van Maanen and the City of Council Bluffs, therefore by motion and approval of the Civil Service Commission the appeal hearing currently scheduled for March 1, 2023 and March 2, 2023 is hereby canceled.

Background/Discussion

Recommendation