



CIVIL SERVICE COMMISSION

April 24, 2024

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. March 28, 2024
- 4. CERTIFY ELIGIBILITY LIST**
 - A. Division Secretary (Police)
- 5. OTHER BUSINESS**
 - A. Approve Hiring of Cayler Consulting, LLC as Testing Administrator for Police Captain
- 6. 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

March 28, 2024

8:00 AM

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

MINUTES

CALL TO ORDER

Commissioner Nelson called the meeting to order at 8:00 am
Commissioners present: Jeff Nelson, Carol Wood and Kate Cutler. Staff
present: Greg Schultz, Ron Albers, Cori Shaw, Graham Jura, Jodi
Quakenbush and Stacie Jensen.

APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of March 28,
2024 meeting agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

February 22, 2024

Kate Cutler and Carol Wood moved and seconded approval of February 22,
2024 meeting minutes. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Accountant I

Carol Wood and Kate Cutler moved and seconded approval of Certifying the
Eligibility List for Accountant I. Unanimous, 3-0 vote.

Police Officer (Non-Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of Certifying the
Eligibility List for Police Officer (Non-Certified). Unanimous, 3-0 vote.

Plumbing/Mechanical Inspector

Carol Wood and Kate Cutler moved and seconded approval of Certifying the
Eligibility List for Plumbing/Mechanical Inspector. Unanimous, 3-0 vote.

APPROVE TESTING PROCEDURES

Division Secretary (Amendment to Original Procedures)

Kate Cutler and Carol Wood moved and seconded approval of amended Testing Procedures for Division Secretary. Unanimous, 3-0 vote.

Permit Technician

Carol Wood and Jeff Nelson moved and seconded approval of Testing Procedures for Permit Technician. Unanimous, 3-0 vote.

Community Development Technician

Kate Cutler and Carol Wood moved and seconded approval of Testing Procedures for Community Development Technician. Unanimous, 3-0 vote.

OTHER BUSINESS

Police Department - Feedback on Promotional Survey Results

Heard from Greg Schultz and Ron Albers

ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:53 p.m.. Unanimous, 3-0 vote.

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CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

April 24, 2024

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Division Secretary (Police Department)

Background

The application process for Division Secretary has been conducted and an eligibility list prepared for the Commission's consideration. There was 130 candidates.

Recommendation

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

1. Camber Reed
2. Jon Osborn
3. Heather Poore

Expires: April 24, 2026