



**CIVIL SERVICE COMMISSION**

July 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. June 26, 2024
- 4. CERTIFY ELIGIBILITY LIST**
  - A. Account Clerk II
  - B. Criminal Intelligence Analyst
  - C. Management Systems Specialist
  - D. Police Officer (Non-Certified)
- 5. OTHER BUSINESS**
  - A. Probationary Employment Termination
- 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

June 26, 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: Nelson, Cutler and Wood.

Staff present: Cori Shaw, Graham Jura, Jodi Quakenbush, Ron Albers and Greg Schultz.

#### APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of June 26, 2024 Agenda. Unanimous, 3-0 vote.

#### APPROVE MINUTES FROM PRIOR MEETING(S)

May 29, 2024

Carol Wood and Kate Cutler moved and seconded approval of May 29, 2024 Meeting Minutes. Unanimous, 3-0 vote.

#### APPROVE TESTING PROCEDURES

Police Captain

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Police Captain. Unanimous, 0-0 vote.

Utility Worker II

Carol Wood and Jeff Nelson moved and seconded approval of testing procedures for Utility Worker II. Unanimous, 3-0 vote.

#### CERTIFY ELIGIBILITY LIST

Police Officer (Certified)

Kate Cutler and Carol Wood moved and seconded approval of certifying the eligibility list for Police Officer (Certified). Unanimous, 3-0 vote.

#### OTHER BUSINESS

Discussion held and all commissioners in agreement to change July 31, 2024 meeting to July 24, 2024.

## **ADJOURNMENT**

Carol Wood and Kate Cutler moved and seconded approval of Motion to Adjourn at 8:23 am. Unanimous, 3-0 vote.

### Disclaimer:

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**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**July 24, 2024**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Account Clerk II

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Background

The application process for Account Clerk II has been conducted and an eligibility list prepared for the Commission's consideration. There were 44 candidates.

Recommendation

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

1. Jennifer Henderson
2. Laurie Willman
3. Katlyn Raymond
4. Natalie Arnold

Expires: July 24, 2026

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**July 24, 2024**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Criminal Intelligence Analyst

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Background

The application process for Criminal Intelligence Analyst has been conducted and an eligibility list prepared for the Commission's consideration. There was 100 candidates.

Recommendation

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

1. Cheri Ivers
2. Stacia Pottorff
3. Cheryl Keller
4. Ronald Branigan

Expires: July 24, 2026

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**July 24, 2024**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Management Systems Specialist

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Background

The application process for Management Systems Specialist has been conducted and an eligibility list prepared for the Commission's consideration. There was 16 candidates.

Recommendation

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

1. Dave Wilson
2. Melissa Anderson
2. Bill Andrews
3. Alice Konecny
4. Dennis Mehmen
5. Morgan Goslar

Expires: July 24, 2026

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**July 24, 2024**

**TO:** Civil Service Commission

**FROM:** Cori Shaw, Recruiter – Human Resources

**SUBJECT:** Police Officer

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Background

The application process for Police Officer, in which the candidates are not currently certified law enforcement officers, has been conducted and an eligibility list prepared for the Commission's consideration. There were 46 candidates.

Recommendation

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

1. Jacob Leggett
2. Ryan Hogueison
3. Michael Baker

Expires: July 24, 2026