



CIVIL SERVICE COMMISSION

April 30, 2025

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. February 26, 2025 Minutes
- 4. APPROVE TESTING PROCEDURES**
 - A. Plant Operator
 - B. Equipment Mechanic
- 5. CERTIFY ELIGIBILITY LIST**
 - A. Records Technician I
- 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

February 26, 2025

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 on February 26, 2025 at 8:00 am.

Commissioners present: Jeff Nelson, Kate Culter and Carol Wood.

Staff present: Ron Albers, Jill Knotek, Brenda Norton, Jodi Quakenbush and Graham Jura.

APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of February 26, 2025 meeting agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

January 29, 2025 Minutes

Kate Cutler and Jeff Nelson moved and seconded approval of January 29, 2025 meeting minutes. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Police Officer (Non-Certified)

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

OTHER BUSINESS

Police Officer posting to open March 3, 2025 using procedures approved September 24, 2024

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn. Unanimous, 3-0 vote.

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Interoffice Memo

To: Civil Service Commission
From: Brenda Norton
Cc: Graham Jura
Date: 04/30/2025
Re: Plant Operator

Background

The Director of Public Works is requesting a list be established for the position of Plant Operator at the Water Treatment Control Plant.

Recommendation

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

1. Application

To be eligible, candidates must complete and submit an application to the HR Department during the application period.

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 ten (10) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of three, appointed by the Human Resources Department. (Passing score of 70%).



Interoffice Memo

To: Civil Service Commission
From: Brenda Norton
Cc: Graham Jura
Date: 04/30/2025
Re: Equipment Mechanic

Background

The Director of Public Works is requesting a list be established for the position of Equipment Mechanic.

Recommendation

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

1. Application

To be eligible, candidates must complete and submit an application to the HR Department during the application period. The application supplement will help candidates illustrate their qualifications for this position.

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 eight (8) candidates, or fewer if fewer qualify, shall participate in the oral interview. The oral interview shall be conducted by a panel of three, appointed by the Human Resources Department. (Passing score of 70%).



Interoffice Memo

To: Civil Service Commission
From: Brenda Norton
Cc: Graham Jura
Date: 04/30/2025
Re: 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 were 62 candidates.

Recommendation

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

1. Doug Wever
2. Stuart McMillan
3. Doug Salvo
4. Grace Hannan
5. Mary Johnson
6. Nicole Campbell
7. Abigail Feek

Expires: April 30, 2027