



CIVIL SERVICE COMMISSION

May 28, 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. April 30, 2025 Meeting Minutes

4. APPROVE TESTING PROCEDURES

A. Equipment Operator I

5. OTHER BUSINESS

A. Amended Iowa Code re: Civil Service

SF 311 was signed by Governor Reynolds and is effective August 16, 2025.

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

April 30, 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 at 8:00 a.m. on April 30, 2025.

Commissioners present: Nelson, Wood and Cutler.

Staff present: Jodi Quakenbush, Brenda Norton, Graham Jura, Ron Albers and Chad Nation.

APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of April 30, 2025 Meeting Agenda. Unanimous, 3-0 vote.

APPROVE MINUTES FROM PRIOR MEETING(S)

February 26, 2025 Minutes

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

APPROVE TESTING PROCEDURES

Plant Operator AND Equipment Mechanic

Kate Cutler and Jeff Nelson moved and seconded approval of Testing Procedures for Plant Operator and Equipment Mechanic. Unanimous, 3-0 vote.

CERTIFY ELIGIBILITY LIST

Records Technician I

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

ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:10 am. Unanimous, 3-0 vote.

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Submitted by: Brenda Norton,

Director of Human Resources

Equipment Operator I

Commission Action: 5/28/2025

Description

Background/Discussion

Due to retirement, the City will need to post a promotion opportunity for the position of Equipment Operator I.

Recommendation

Approval of the Procedures.

ATTACHMENTS:

Description	Type	Upload Date
Eq Operator 1 Procedure	Testing Procedures	5/22/2025
Skills testing	Testing Procedures	5/22/2025
Eq Operator 1 Interviews	Interview Questions	5/22/2025



Interoffice Memo

To: Civil Service Commission
From: Brenda Norton
Cc: Graham Jura
Date: 05/28/2025
Re: Equipment Operator I

Background

The Director of Public Works is requesting the promotional process occur for the position of Equipment Operator I. Vacancies in Civil Service promotional grades shall be filled by lateral transfer, voluntary demotion, or promotion of employees of the City to the extent that the City employees qualify for the positions. If an employee of the City does not pass the promotional examination and otherwise qualify for the vacated positions, or if an employee of the City does not apply for a vacated position, an entrance examination may be used to fill the vacancy.

Recommendation

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

- Application
 - To be eligible for consideration, written requests for transfer, demotion, or promotion must be made to the City Clerk's Office by the established deadline.
- Equipment Operation Skills Exam
 - Qualifying candidates will move on to the equipment operation skills exam. A panel of Public Works management staff, appointed by the Human Resources Department, will administer an equipment operation skills exam in operating light and heavy equipment. A 70% cut off score will be applied.
- Oral Interview
 - Based on the results of the equipment operation skills exams, qualifying candidates shall participate in the oral interviews conducted by a panel of no less than three but no more than five appointed by the Human Resources Department (Passing score of 70%).

CITY OF COUNCIL BLUFFS, IOWA

Operator Test - EOJ

(Loader)

SCALE
0 - 5
low - high

SCORE _____ (42)

BUCKET FILL WHILE LOADING

1st	0	1	2	3	4	5
2nd	0	1	2	3	4	5

Comments _____

BUCKET POSITION WHILE TRAVELING

1st	0	1	2	3	4	5
2nd	0	1	2	3	4	5

Comments _____

DUMPING LOAD IN TRUCK

1st	0	1	2	3	4	5
2nd	0	1	2	3	4	5

Comments _____

SHUT DOWN

- (2) _____ Puts in Neutral
- (2) _____ Engine Idle
- (2) _____ Sets Parking Brake
- (2) _____ Lowers Bucket
- (2) _____ Bucket at Proper Angle
- (2) _____ Correct Cab Exit

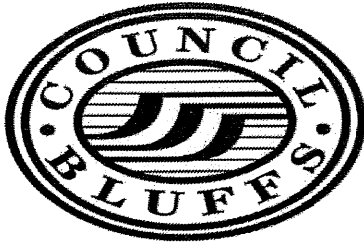
SCORING

There are 88 possible points in this evaluation. To determine the percent correct, divide the score by 88, then multiply by 100. Example: $73/88 \ 0.82955 \ * \ 100 = 82.95$

Scored by: _____

Date: _____

05/2000



City of Council Bluffs

Public Works

Skidd loader Pre-Trip Inspection

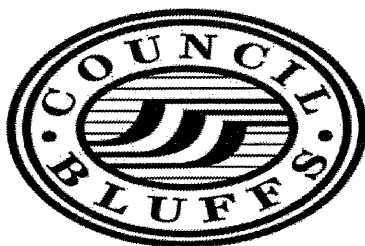
Name: _____

- | | | |
|---|------|----------------|
| 1 Approach unit, Look for leaks under and around unit | 2pt. | _____ |
| 2 Check fluid level; Oil, Coolant, Hydraulic oil | 2pt. | _____ |
| 3 Check pins in lift and tilt arms and arm condition | 2pt. | _____ |
| 4 Check rollover protection for cracked, broken or altered condition | 2pt. | _____ |
| 5 Check windows for cracks or chips | 2pt. | _____ |
| 6 Check wheels, lugs, rims and tire pressure | 2pt. | _____ |
| 7 Check entrance surfaces for condition of non-skid surface | 2pt. | _____ |
| 8 Enter cab with 3 point contact at all times, sit in seat and check adjustment. Check seatbelt condition and operation. | 2pt. | _____ |
| 9 Turn on ignition key, Check indicator lights and gauges;
Make sure park break is on. Check operation of window washer/wipers | 2pt. | _____ |
| 10 Test operation of lights, horn and backup alarm | 2pt. | _____ |
| 11 Start unit, check gauges and test lockout devices | 2pt. | _____ |
| 12 Lower lockout bar and test operation of controls | 2pt. | _____ |
| 13 Check attachment locks for operation | 2pt. | _____ |
| 14 Make sure loader arms are down. | 2pt. | _____ |
| 15 Raise lockout bar and test for control lockout | 2pt. | _____ |
| 16 Shut unit off | 2pt. | _____ |
| 17 Dismount unit keeping a three point contact at all times. | 2pt. | _____
_____ |

Scored by: _____
Date: _____

Total 34 Pt. _____

Total Score _____



City of Council Bluffs

Public Works

Skidd loader Operation Test

Name: _____

- | | | |
|--|------|-------|
| 1 Looks behind/around loader to make sure area is clear. | 2pt. | _____ |
| 2 Everytime enter/exit loader making 3 point contact at all times. -1 point per time | 6pt. | _____ |
| 3 Sits in seat and checks adjustments of seat and belt. Locks belt | 2pt. | _____ |
| 4 Turns on ignition key, Checks indicator lights & Gauges. Checks park brake is on. | 2pt. | _____ |
| 5 Test lockout devices | 2pt. | _____ |
| 6 Lowers lockout bar. | 2pt. | _____ |
| 7 Starts unit, Tests operation of controls. | 2pt. | _____ |
| 8 Attaches bucket, Makes sure unit is locked in. | 2pt. | _____ |

Load Bucket Pile 1

- | | | |
|--|------|-------|
| 9 Has engine been given enough throttle for smothth operation. | 2pt. | _____ |
| 10 Are arms down and bucket level for loading from pile. | 2pt. | _____ |
| 11 Is bucket full but not overfilled. | 2pt. | _____ |

Leaving Pile 1

- | | | |
|--|------|-------|
| 12 Bucket being carried at proper low transport hight. | 2pt. | _____ |
| 13 Were cones hit in zig-zag? -1 point per cone hit | 2pt. | _____ |
| 14 Proper direction over pipe for the load. Drive forward W/load | 2pt. | _____ |
| 15 Smooth operation and careful speed. | 2pt. | _____ |

Loading Truck

- | | | |
|--|------|-------|
| 16 Safe bucket hight pulling up to truck, Raise when close | 2pt. | _____ |
| 17 Dump load into truck w/out hitting truck or sideboard. | 2pt. | _____ |
| 18 Backs clear of truck, then lowers/levels bucket to transport hight. | 2pt. | _____ |

Trip To Pile 3

- | | | |
|--|------|-------|
| 19 Goes over pipe w/proper weight dispersment, backs over | 2pt. | _____ |
| 20 Bucket full but not over full from pile 3 for leveling. | 2pt. | _____ |
| 21 Level sand sand by back dragging, Have good bucket angle and arms in float. | 2pt. | _____ |
| 22 Level bucket and put sand back in pile without digging in. | 2pt. | _____ |

Back To Pile

- | | | |
|--|------|-------|
| 23 Were cones hit in zig zag. -1 point for every cone hit. | 2pt. | _____ |
| 24 Properly detaches bucket | 2pt. | _____ |
| 25 Shut unit off and make proper exit of loader. | 2pt. | _____ |

Scored by: _____
Date: _____

Total 34 Pt. _____
Total Score _____

ORAL INTERVIEW

EQUIPMENT OPERATOR I

Applicant: _____

1. Please explain your experience and level of proficiency operating the following types of equipment:
 - a. Skid-steers:
 - b. Wheeled-loader:
 - c. Dump-truck both single and tandem:

d. Snow removal experience you may have in any or all of these pieces of equipment:

2. Tell us about the last job assignment you had to complete without direct supervision.
3. Tell us about a time when you went, “beyond the call of duty” to accomplish a task.
4. Please tell us about your relationships with your co-workers. What type of people do you work best with? What type of people do you have difficulty working with? Please explain both.

5. Situation: You have several work assignments to do before your work day ends. A co-worker is behind in their work and asks you for help. You realize that if you help them you will not be able to get your own work done. What do you do?
6. What do you feel is your strongest characteristic as an employee? What is something you think you need to work on?
7. The work of Public Works Operations is related to public safety. For that reason, it is sometimes necessary that tasks be performed outside regular working hours. Are there any restrictions on your availability for overtime or “off hours” work when needed?
8. Have you had the opportunity to read the job description in full for the Equipment Operator I position? Can you perform all of the Essential Functions on the job description, either with or without reasonable accommodation?

9. Assuming that all the final candidates for this position come with the same basic qualifications, what do you think separates you from the rest of the candidates?

10. Anything else you'd like to share with the panel?

11. Do you have any questions for the panel?

State law requires that we advise you that the Equipment Operator I position for the City of Council Bluffs are subject to the drug and alcohol testing regulations of the United States Department of Transportation. If you are offered a position at the completion of the test process, the offer will be conditioned upon your satisfactory passing a pre-employment physical which will include a drug test. If employed, you will also be subject to random, post-accident, reasonable suspicion and follow-up testing for drugs and alcohol.

Rater Signature:_____

Date:_____

Civil Service Commission Communication

Department: Human Resources
Case/Project No.:
Submitted by:

Amended Iowa Code re: Civil
Service

Commission Action: 5/28/2025

Description

SF 311 was signed by Governor Reynolds and is effective August 16, 2025.

Background/Discussion

Key Provisions:

- Prohibits civilian police oversight boards
- Expands and standardizes civil service commissions
- Strengthens due process protections for employees
- Revises hearing and appeal procedures
- Safeguards against conflicts of interest

Recommendation

Review and understand the amendments.

ATTACHMENTS:

Description	Type	Upload Date
Key Provisions of SF 311	Other	5/22/2025
Senate File 311	Other	5/22/2025

Key Provisions of SF 311

1. Prohibition of Civilian Police Oversight Boards

SF 311 prohibits cities with established civil service commissions from creating or maintaining separate civilian boards to review police conduct. This measure affects at least six Iowa cities—Ames, Cedar Rapids, Coralville, Dubuque, Iowa City, and University Heights—that currently have such boards. The legislation aims to centralize oversight within civil service commissions, citing concerns about potential political influence and redundancy in oversight mechanisms. ([Iowa Capital Dispatch](#), [Police1](#))

2. Expansion and Standardization of Civil Service Commissions

In cities with populations exceeding 50,000, the law mandates the expansion of civil service commissions from a minimum of three members to between five and seven members. This change is intended to enhance representation and standardize the structure of these commissions across larger municipalities. ([Iowa Capital Dispatch](#))

3. Strengthened Due Process Protections for Civil Service Employees

The legislation reinforces due process rights for civil service employees by:

- Requiring that any removal, discharge, demotion, or suspension be based on "just cause" and supported by a preponderance of the evidence.
- Mandating that disciplinary actions be proportionate, reasonable, and just, considering factors such as the nature of the conduct, the employee's work history, and any mitigating circumstances.
- Prohibiting the withholding of exculpatory evidence from employees facing charges. ([BillTrack50](#), [LegiScan](#))

4. Revisions to Hearing and Appeal Procedures

SF 311 introduces several procedural changes to civil service commission hearings, including:

- Allowing employees in cities with populations under 200,000 to request closed deliberation sessions.
- Requiring that hearings be held during normal city business hours unless otherwise agreed upon.
- Permitting the awarding of attorney fees and costs to certain employees who successfully challenge disciplinary actions, particularly those who are reinstated without discipline, have suspensions reduced by over 50%, or have demotions reversed. ([BillTrack50](#), [LegiScan](#))

5. Conflict of Interest Safeguards

To prevent conflicts of interest, the law stipulates that city attorneys or solicitors who have represented the civil service commission cannot represent the city or its employees in appeals before the commission unless the employee waives the conflict. In cases of conflict, the commission is authorized to hire independent counsel, with associated costs borne by the city. ([LegiScan](#))



STATE OF IOWA
KIM REYNOLDS
GOVERNOR

May 19, 2025

The Honorable Paul Pate
Secretary of State of Iowa
State Capitol
Des Moines, Iowa 50319

Dear Mr. Secretary,

I hereby transmit:

Senate File 311, an Act relating to city civil service employees and related procedures
and including effective date provisions.

The above Senate File is hereby approved on this date.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Reynolds".

Kim Reynolds
Governor of Iowa

cc: Secretary of the Senate
Clerk of the House



Senate File 311

AN ACT

RELATING TO CITY CIVIL SERVICE EMPLOYEES AND RELATED PROCEDURES
AND INCLUDING EFFECTIVE DATE PROVISIONS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 364.3, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 20. A city with a civil service commission established under chapter 400 shall not adopt, enforce, or otherwise administer an ordinance, motion, resolution, or amendment, or use any other means, to establish a board or other entity for the purpose of citizen review of the conduct of officers as defined under section 80F.1, subsection 1, paragraph "f".

Sec. 2. Section 400.1, subsection 1, Code 2025, is amended to read as follows:

1. In cities having a population of eight thousand or over and having a paid fire department or a paid police department, the mayor, one year after a regular city election, with the approval of the council, shall appoint three civil service commissioners. The mayor shall publish notice of the names of persons selected for appointment no less than thirty days prior to a vote by the city council. Commissioners shall hold office, one until the first Monday in April of the second year, one until the first Monday in April of the third year, and one until the first Monday in April of the fourth year after such appointment, whose successors shall be appointed for a term

of four years. In cities having a population of more than ~~seventy~~ fifty thousand, the city council ~~may~~ shall establish, by ordinance, the number of civil service commissioners at not less than ~~three~~ five but not more than seven.

Sec. 3. Section 400.12A, subsection 3, Code 2025, is amended by adding the following new paragraph:

NEW PARAGRAPH. c. This section shall not be construed to change the maximum number of persons on the hiring list referenced in section 400.11, subsection 1, paragraph "a", for a position to be filled to be greater than forty.

Sec. 4. Section 400.18, subsections 1 and 3, Code 2025, are amended to read as follows:

1. A person holding civil service rights as provided in this chapter shall ~~not only~~ be removed, discharged, demoted, or suspended arbitrarily, ~~but may be removed, discharged, demoted, or suspended due to any act or failure to act by~~ with just cause and upon a finding by a preponderance of the evidence that an act or failure to act by the employee that is in ~~contravention~~ violation of law, city policies, or standard operating procedures, or that in the judgment of the person having the appointing power as provided in this chapter, or the chief of police or chief of the fire department, is sufficient to show that the employee is unsuitable or unfit for employment rules, or that the employee is physically or mentally unfit as determined under guidelines established pursuant to section 400.8A. This subsection shall not be construed to modify the rights, requirements, or procedures provided in section 400.8A or other rights, requirements, or procedures provided by law.

3. The city shall have the burden to prove that the act or failure to act by the employee was in ~~contravention~~ violation of law, city policies, or ~~standard operating procedures, or is sufficient to show that the employee is unsuitable or unfit for employment~~ department rules not in conflict with any collective bargaining agreement or law. For purposes of this chapter, the city shall establish each element of the charges specified under section 400.22 by a preponderance of the evidence. The city shall have the burden to prove that the punishment imposed upon the employee is proportionate, reasonable, and just in the totality of the circumstances under the factors provided in

section 400.27, subsection 1, paragraph "b".

Sec. 5. Section 400.19, Code 2025, is amended to read as follows:

400.19 ~~Removal~~ Peremptory removal, discharge, demotion, or suspension of subordinates.

The person having the appointing power as provided in this chapter, or the chief of police or chief of the fire department, may, upon presentation of reasonable and just grounds for such action to the subordinate in writing, peremptorily remove, discharge, demote, or suspend a subordinate then under the person's or chief's direction due to any act or failure to act by the employee that is in ~~contravention~~ violation of law, city policies, or ~~standard operating procedures, or that in the judgment of the person or chief~~ department rules, and is ~~sufficient~~ deemed reasonably anticipated to be detrimental to show that the employee is unsuitable or unfit for employment public. This section shall not be construed to modify the rights, requirements, or procedures provided in section 400.8A or other rights, requirements, or procedures provided by law.

Sec. 6. NEW SECTION. **400.22A Exculpatory evidence.**

A person shall not knowingly withhold exculpatory evidence from an employee subject to a written specification of charges filed under section 400.22.

Sec. 7. Section 400.23, Code 2025, is amended to read as follows:

400.23 Time and place of hearing.

Within ten days after such specifications are filed, the commission shall fix the time for a hearing, which shall be not less than five nor more than twenty days thereafter, and the place for hearing the appeal and. The commission shall notify the parties in writing of the time and place so fixed, and the notice shall contain a copy of the specifications so filed. Hearings under this section shall be held during normal city business hours unless otherwise agreed to by the parties and the commission. The commission in its discretion may grant a continuance or stay of a hearing upon request.

Sec. 8. Section 400.24, Code 2025, is amended to read as follows:

400.24 Oaths — books and papers — procedures.

1. The presiding officer of the commission or the council, as the case may be, shall have power to administer oaths in the same manner and with like effect and under the same penalties as in the case of magistrates exercising criminal or civil jurisdiction.

2. The council or commission shall cause subpoenas to be issued for such witnesses and the production of such books and papers as either party may designate. Issuance of subpoenas shall be consistent with the Iowa rules of civil procedure. The subpoenas shall be signed by the chairperson of the commission or mayor, as the case may be, or by an attorney representing a party before the commission. The council or commission shall provide a copy of each subpoena to both parties upon issuance. A party, or an attorney representing a party, shall provide copies of any material produced in response to a subpoena to the opposing party upon receipt of such material.

3. Those employees who are defined as an "officer" under section 80F.1, subsection 1, paragraph "f", shall have the right to request documents, records, and any other evidence in the possession of the appointing authority relevant to the determination of cause and proportionality of discipline not otherwise in violation of chapter 80F.

Sec. 9. Section 400.26, Code 2025, is amended to read as follows:

400.26 Public trial.

The trial of all appeals shall be public, and the parties may be represented by counsel or by the parties' authorized collective bargaining representative. However, upon the request of the employee, the deliberations of the commission in a city with a population of less than two hundred thousand shall be held in closed session.

Sec. 10. Section 400.27, subsections 1, 2, and 3, Code 2025, are amended to read as follows:

1. a. The civil service commission has jurisdiction to hear and determine matters involving the rights of civil service employees under this chapter, and may affirm, modify, or reverse any case on its merits.

b. If the commission determines that the city proved the employee committed the charge as specified, the commission shall determine whether the removal, discharge, demotion, or suspension of the employee was with just cause based upon the totality of the circumstances. For the purposes of this subsection, the commission shall consider factors including the nature of the conduct at issue in the circumstances, the proportionality of the punishment to the conduct at issue, the employee's work history, whether the employee reasonably could comply with the policy or rule in the circumstances and whether the employee's conduct was objectively reasonable in the circumstances, the employee's defenses or justifications, any mitigating or aggravating factors, whether the punishment is reasonably calculated to correct the employee's behavior or conduct, if the punishment is necessary to protect the public interest, whether the city, its employees, or the appointing authority acted in accordance with the law, city policies, department rules, or standard operating procedures, or if the policy failed in the circumstances. The commission shall only consider, order, or impose discipline upon the employee for charges proven by the city.

c. The commission shall reverse the city's decision and dismiss a specific charge with prejudice if the city fails to meet its burden of proof as to that charge.

d. The final decision of the commission shall be based upon a majority vote of the commission, shall be made in writing, and shall include findings of fact and conclusions relied upon, and reasoning or rationale for the decision, separately stated. The commission shall render and serve its final decision upon the parties by certified mail within thirty days of the close of the record or trial unless the parties consent to a later date in writing or on the record. The final decision may be served upon an employee by electronic mail with the consent of the employee.

2. a. The Except as otherwise provided in this section, the city attorney or solicitor shall be the attorney for the commission or when requested by the commission shall present matters concerning civil service employees to the commission, except the commission may hire a counselor or an attorney

on a per diem basis to represent it when in the opinion of the commission there is a conflict of interest between the commission and the city council. The counselor or attorney hired by the commission shall not be the city attorney or solicitor. ~~The city shall pay the costs incurred by the commission in employing an attorney under this section.~~

b. Upon the filing of a notice of appeal pursuant to section 400.21, a city attorney, assistant city attorney, or solicitor who represents or has represented the commission shall not represent the city or its officers or employees in an appeal pending before the commission unless the employee waives the conflict of interest in writing or on the record. If the commission is required to hire a counselor or attorney that is not a city attorney, assistant city attorney, or solicitor as provided in this subsection, the city shall pay the costs incurred by the commission in employing a counselor or attorney under this section, and the commission shall independently seek and retain such an attorney.

c. A counselor or attorney who represents the commission in an appeal before the commission shall be fair and impartial toward the parties. The counselor or attorney representing the commission may provide advice and counsel to the commission on matters before it and assist the commission with its proceedings and trial as may be necessary or requested.

3. The city or any civil service employee shall have a right to appeal to the district court from the final ruling or decision of the civil service commission. The appeal shall be taken within thirty days from the filing service of the formal decision of the commission. The district court of the county in which the city is located shall have full jurisdiction of the appeal. The scope of review for the appeal shall be ~~limited to a trial de novo appellate review without a trial or additional evidence.~~

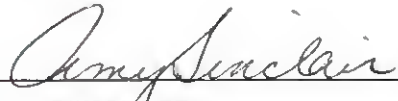
Sec. 11. Section 400.27, Code 2025, is amended by adding the following new subsections:

NEW SUBSECTION. 2A. The commission shall provide for the production of evidence and exchange of exhibits in advance of trial. The city shall mark its exhibits with numbers. The employee shall mark its exhibits with letters.

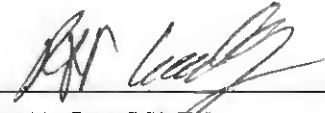
NEW SUBSECTION. 6. In addition to any other remedies and relief, upon application, the district court may award reasonable attorney fees, expert fees, and costs to those employees who are defined as an "officer" under section 80F.1, subsection 1, paragraph "f", and only when such employee meets any of the following criteria:

- a. The employee is fully reinstated from a termination without discipline imposed.
- b. The employee's suspension has been reduced by over fifty percent.
- c. The employee's demotion was reversed.

Sec. 12. EFFECTIVE DATE. This Act takes effect August 16, 2025.




AMY SINCLAIR
President of the Senate



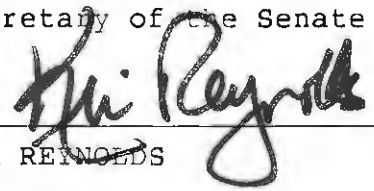
PAT GRASSLEY
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 311, Ninety-first General Assembly.



W. CHARLES SMITHSON
Secretary of the Senate

Approved May 19th, 2025



KIM REYNOLDS
Governor