

CIVIL SERVICE COMMISSION  
May 26, 2021  
8:00 AM  
Human Resource Conference Room, Third Floor  
City Hall, 209 Pearl Street

**MINUTES**

**CALL TO ORDER**

**APPROVE AGENDA**

Commissioners present in person: Carol Wood, Jeff Nelson, and Kate Cutler  
Staff present: Mallory Davis, Stacie Jensen, and Allison Head  
Police Department Staff: Scott Milner

Kate Cutler and Jeff Nelson moved and seconded approval of May 26, 2021 Agenda. Unanimous, 3-0 vote.

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

April 28, 2021

Jeff Nelson and Kate Cutler moved and seconded approval of Minutes from April 28, 2021. Unanimous, 3-0 vote.

May 12, 2021

Kate Cutler and Jeff Nelson moved and seconded approval of Minutes from May 12, 2021. Unanimous, 3-0 vote.

**APPROVE TESTING PROCEDURES**

Police Officer

Heard from Scott Milner  
Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Police Officer. Unanimous, 3-0 vote.

Accountant II

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

**CERTIFY ELIGIBILITY LIST**

Fleet Supervisor

Kate Cutler and Jeff Nelson moved and seconded approval of Eligibility List for Fleet Supervisor. Unanimous, 3-0 vote.

Street & Sewer Supervisor

Jeff Nelson and Kate Cutler moved and seconded approval of Eligibility List for Street & Sewer Supervisor. Unanimous, 3-0 vote.

## **OTHER BUSINESS**

## **ADJOURNMENT**

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn at 8:19 a.m. Unanimous, 3-0 vote.

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 Communication

Department: Human Resources

Case/Project No.:

April 28, 2021

Commission Action: 5/26/2021

Submitted by:

### Description

### Background/Discussion

### Recommendation

### ATTACHMENTS:

Description

Type

Upload Date

[April 28, 2021 - Minutes](#)

Minutes

5/20/2021

CIVIL SERVICE COMMISSION  
April 28, 2021  
8:00 AM  
Human Resource Conference Room, Third Floor  
City Hall, 209 Pearl Street

**MINUTES**

**CALL TO ORDER**

To participate in the meeting please join via zoom:

<https://us02web.zoom.us/j/6588922517>

Meeting ID: 658 892 2517

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Commission Chair, Carol Wood called the meeting to Order at 8:02 am.  
Commissioners Present: Carol Wood and Kate Cutler.  
Staff Present: Jodi Quakenbush, Mallory Davis and Graham Jura.  
Meeting attendees: Tim Carmody, Scott Milner, Jim Wheat and Justin James.

**APPROVE AGENDA**

Kate Cutler and Carol Wood moved and seconded approval of agenda for Monday April 28, 2021. Unanimous, 2-0 vote. (Absent: Nelson)

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

March 31, 2021

Kate Cutler and Carol Wood moved and seconded approval of Minutes from March 31, 2021. Unanimous, 2-0 vote. (Absent: Nelson)

April 19, 2021

Kate Cutler and Carol Wood moved and seconded approval of Minutes from April 19, 2021. Unanimous, 2-0 vote.  
(Absent: Nelson)

**APPROVE TESTING PROCEDURES**

Commissioner Jeff Nelson joined the meeting.

**Fleet Supervisor**

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

**Street & Sewer Supervisor**

Carol Wood and Jeff Nelson moved and seconded approval of testing procedures for Street & Sewer Supervisor. Unanimous, 3-0 vote.

**Police Sergeant**

Heard from Tim Carmody

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

**CERTIFY ELIGIBILITY LIST****Fire Engineer**

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

**OTHER BUSINESS**

Discuss if meetings will continue via Zoom or be in person moving forward

**ADJOURNMENT**

Jeff Nelson and Kate Cutler moved and seconded approval of Motion to adjourn at 8:36 am. Unanimous, 3-0 vote.

## Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

May 12, 2021

Commission Action: 5/26/2021

Submitted by:

### Description

### Background/Discussion

### Recommendation

### ATTACHMENTS:

Description

Type

Upload Date

[May 12, 2021 - Minutes](#)

Minutes

5/24/2021

## CIVIL SERVICE COMMISSION

May 12, 2021

8:30 AM

Meeting Held Via Zoom

### MINUTES

#### CALL TO ORDER

Commission Chair, Carol Wood called the meeting to Order at 8:41 am.

Commissioners Present via Zoom: Kate Cutler.

Commissioners Present via Phone: Carol Wood and Jeff Nelson.

Staff Present via Zoom: Allison Head, Stacie Jensen, and Graham Jura.

Meeting attendees via Zoom: Michael O'Bradovich, Justin James, Justin Vondrak, Terry Spencer, and John Corrigan.

#### APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of agenda for Wednesday, May 12, 2021. Unanimous, 0-0 vote. (Absent: Nelson)

#### SET HEARING DATES

Terry Spencer

Steven Elings

Steven Elings' hearing date is set for Wednesday, May 26, 2021 at 9:00 a.m., to be held in the 2nd Floor Council Chambers.

Terry Spencer's hearing date is set for Friday, May 28, 2021 at 9:00 a.m., to be held in the 2nd Floor Council Chambers.

Kate Cutler and Jeff Nelson moved and seconded approval of Setting hearing dates for Mr. Elings on Wednesday, May 26, 2021, at 9:00 a.m., and for Mr. Spencer on Friday, May 28, 2021, at 9:00 a.m. Unanimous, 3-0 vote.

Kate Cutler and Carol Wood moved and seconded approval of Denying the request for a Closed Session for Mr. Spencer. Unanimous, 3-0 vote.

#### ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn at 8:55 a.m. Unanimous, 3-0 vote.

## Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Police Officer

Commission Action: 5/26/2021

Submitted by:

### Description

### Background/Discussion

### Recommendation

#### ATTACHMENTS:

Description

[Police Officer - Procedures](#)

[Police Officer - Overview of Selection Process](#)

[Police Officer - Job Description](#)

Type

Testing Procedures

Other

Job Description

Upload Date

5/25/2021

5/25/2021

5/25/2021



**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**May 26, 2021**

**TO:** Civil Service Commission

**FROM:** Mallory Davis, Recruiter – Human Resources

**SUBJECT:** Police Officer

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**Background**

Due to anticipated retirements and the fact that the process takes so long, the Police Chief is recommending the Commission adopt procedures to start the recruitment process for the position of Police Officer.

The Civil Service selection process for the hiring of qualified candidates to the job classification of Police Officer for the City of Council Bluffs Police Department consists of four testing phases. Candidates are required to show picture I.D. at each phase of the test process. An overview of the process is attached with this memo.

Two of the testing phases, the written and physical agility exams, are mandated by the Iowa Law Enforcement Academy (ILEA). At the completion of the selection process a list of the top fifteen (15) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list. In general, the list is good for a two year period.

The Iowa Law Enforcement Academy also requires that candidates pass a psychological evaluation. The City requires a medical exam based on protocol established by the Municipal Fire and Police Retirement System of Iowa. A drug test is also a part of this exam. To comply with the Americans with Disabilities Act (ADA), these tests are completed after the City has made an offer of employment and the employment offer is conditional subject to the candidate being able to pass both the ILEA and City exams.

Any offer of employment to a certified candidate is subject to that candidate signing a City form, "Agreement for Reimbursement of Training Expenses and Cost of Specialized Personal Equipment". This agreement requires a Police Officer who voluntarily terminates employment within the first five years of employment to reimburse the City on a pro rata basis for certain costs described in City policy 211:1, Termination of Employment. Certified candidates must also pass two exams mandated by ILEA, a psychological examination and the ILEA Fitness examination. Passing these exams is a condition of employment. Applicants will be required to live within a 30 mile radius of City Hall by date of hire and be 21 years of age by the physical agility testing date. The City will be offering a \$5,000 hiring bonus for currently certified Police Officers. The stipulations surrounding this are outlined in the job posting.

**Recommendation**

It is the recommendation of the Police Department that the Commission approves the test date(s) and specific procedures set forth below:

**1. Application**

To be eligible, candidates must complete and submit an application to the Human Resources Department during the application period. Applications are submitted online. Applicants must

present \$20 cash at the time of the physical agility exam to be considered and to be able to move forward in the process. This fee goes towards the cost of the POST test.

## **2. Physical Agility**

The physical agility exam will be administered at 1:30 p.m. on August 14, 2021, at Dr. John & Jean Marshall Wellness Center located on Iowa Western Community College's campus. The physical agility exam used will be the exam mandated by the Iowa Law Enforcement Academy (ILEA). All applicants must present a valid ID in order to participate in the exam. The physical agility testing will be held indoors.

## **3. Written Exam**

The written exam will be administered to all candidates who successfully pass the physical agility test. The written exam will be administered on August 14, 2021, at 4:00 p.m. at the Council Bluffs Police Station. If we have a low number of candidates show up for the testing, we will have the written exam 60 minutes after the physical agility exam. This will be announced prior to dismissal of the physical agility exam so that all candidates are aware. The written exam used is the POST exam developed by Stanard and Associates and required by ILEA. The cutoff score will be 70% on each section of the exam. All applicants will be required to take the POST test. We will not accept previous test scores. All candidates scoring above the cutoff score for each section will be eligible to proceed to the next test phase.

## **4. Criminal History Check**

The Police Department will run a criminal history check on all candidates who pass the written exam. Candidates who do not meet departmental standards will be eliminated at this point.

## **5. Personal History Statement Review**

After the criminal history check has been completed, by the Police Department, candidates will be sent a Personal History Statement. Candidates will have a deadline to return the completed Personal History Statement.

The Police Department will perform a review of all returned Personal History Statements. If an 'Automatic Disqualifier' is discovered in the Personal History Statement the candidate will be eliminated from the process at this point.

## **6. Oral Interviews**

A sufficient number of the top ranking candidates to produce a list of fifteen (15), or fewer if fewer qualify, will participate in the oral interview phase. A panel appointed by the Human Resources Department and Chief of Police will conduct the interviews. After completion of the oral interviews, a composite score shall be calculated with the written exam weighted at 40% and the oral interview weighted at 60%.

## **7. Background Investigation/Polygraph Exam**

Candidates who participated in the Oral Interview will move to this phase of testing. The Personal History Statement provided by the candidate will be used during the background investigation phase.

The Police Department shall complete the background investigation prior to certification of the eligibility list. The background check consists of, but is not limited to, criminal history records check, driving history records check, military records, credit records, educational records,

employment history, finger print check, and personal interviews with the candidate, previous employers, references, neighbors, acquaintances, and family members for determination of work habits, lifestyle and interpersonal relationships.

Any candidate not eliminated by the investigatory process will be asked to take a polygraph exam conducted by the police department's examiner. This phase will be conducted prior to the conclusion of the background investigation.

The polygraph exam provides insight into the applicant's truthfulness relating to responses provided by the candidate on the application, Personal History Statement, and information from the background investigation, as well as involvement with illegal drugs or criminal activity. The polygraph exam is an investigative tool and will not be used as the single determinant of employment status.

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. (Pass/Fail)

#### **8. Mandatory Ride-Along**

Prior to the eligibility list being certified, all eligible candidates will be required to complete an eight (8) hour ride-along preferably between the hours of 7:00 p.m. and 3:00 a.m.

#### **9. Certification**

At the conclusion of this process an eligibility list shall be established containing the top fifteen (15) names, or fewer if fewer qualify, to be certified by the Commission. The eligibility list shall be valid for a period of 2 years.

#### **10. Conditions of Employment**

Any offers of employment made from the certified list shall be conditional upon the applicant's passing a medical examination as provided in Chapter 411, code of Iowa. Certified candidates must also pass two exams mandated by ILEA, a psychological examination and the ILEA Fitness examination. Passing these exams is a condition of employment.

Certified candidates will also be required to sign City form "Agreement for Reimbursement of Training Expenses and Cost of Specialized Personal Equipment". This agreement requires a Police Officer who voluntarily terminates employment within the first five years of employment to reimburse the City on a pro rata basis for certain costs described in City policy 211:1, Termination of Employment.



# *City of Council Bluffs*

## **POLICE OFFICER SELECTION PROCESS**

The Civil Service selection process for the hiring of qualified candidates to the job classification of Police Officer for the City of Council Bluffs Police Department consists of four testing phases. **Candidates are required to show picture I.D. at each phase of the test process.**

Two of these testing phases, the written and physical agility exams, are mandated by the Iowa Law Enforcement Academy (ILEA). The POST written exam and preliminary physical agility exam are administered by the Council Bluffs Police Department staff. At the completion of the selection process a list of the top fifteen (15) candidates, or fewer if fewer qualify, is certified eligible by the Commission. The certified list is used to fill all vacancies that occur during the life of the list.

The ILEA also requires that candidates pass a psychological evaluation. The City requires a medical exam based on protocol established by the Municipal Fire and Police Retirement System of Iowa. A drug test is also a part of this exam. To comply with the Americans with Disabilities Act (ADA), these tests are completed after the City has made an offer of employment and the employment offer is conditional subject to the candidate being able to pass both the ILEA and City exams. **Candidates will be required to live within a 30 mile radius of City Hall which can include both Iowa and Nebraska by the date of hire. Applicants must be 21 years of age by the physical agility testing date.**

Any offer of employment to a certified candidate is subject to that candidate signing a City form, "Agreement for Reimbursement of Training Expenses and Cost of Specialized Personal Equipment". This agreement requires a Police Officer who voluntarily terminates employment within the first five years of employment to reimburse the City on a pro rata basis for certain costs described in City policy 211:1, Termination of Employment.

### **Physical Agility Examination**

The physical agility test is the first phase of testing. The exam used was developed and mandated by the Iowa Law Enforcement Academy. A description of the fitness exam standards is given to all candidates during the application process. The results of the exam are provided immediately after the exam is given. Only those applicants who pass the physical agility test are eligible to proceed in the testing process.

### **Written Examination**

The second phase of testing is the written examination. This exam is required by the ILEA. On the date of the written examination candidates are given the amount of time to complete the exam that is recommended by the testing company. This is generally about 2 hours. On the testing day, all applicants begin testing at the same time and anyone appearing after the start of the examination is ineligible to participate in the selection process. Any candidate who scores 70% or above on each section of the exam is eligible to proceed on in the testing process.

### **Criminal History Check**

The Police Department will run a criminal history check on all candidates who pass the written exam. Candidates who do not meet departmental standards will be eliminated at this point.

### **Personal History Statement Review**

After the criminal history check has been completed, by the Police Department, candidates will be sent a Personal History Statement.

The Police Department will perform a review of all returned Personal History Statements. If an 'Automatic Disqualifier' is discovered in the Personal History Statement the candidate will be eliminated from the process at this point.

### **Oral Interview**

The third phase of testing is the oral interview. A certain number of the top ranking applicants (as determined by the Police Department and City Human Resources Office) who have passed the physical agility and written examinations proceed to this test phase. The applicant appears before the oral interview panel appointed by the Human Resources Office. Ratings of the candidate's performance in the interview process are made by the interview panel. A rating formula is utilized by City Human Resources to determine ranking and eligibility for certification by the Civil Service Commission.

### **Background Investigation/Polygraph Exam**

Candidates who participated in the Oral Interview will move to the fourth phase of testing. The Personal History Statement provided by the candidate will be used during the background investigation phase.

The Police Department shall complete the background investigation prior to certification of the eligibility list. The background check consists of, but is not limited to, criminal history records check, driving history records check, military records, credit records, educational records, employment history, finger print check, and personal interviews with the candidate, previous employers, references, neighbors, acquaintances, and family members for determination of work habits, lifestyle and interpersonal relationships.

Any candidate not eliminated by the investigatory process will be asked to take a polygraph exam conducted by the police department's examiner. This phase will be conducted prior to the conclusion of the background investigation.

The polygraph exam provides insight into the applicant's truthfulness relating to responses provided by the candidate on the application, Personal History Statement, and information from the background investigation, as well as involvement with illegal drugs or criminal activity. The polygraph exam is an investigative tool and will not be used as the single determinant of employment status.

An administrative review board headed by the Police Chief shall review the results of the background investigation, including the polygraph exam. This board shall determine which candidates are eligible for certification and shall interview each candidate who will be recommended for certification. (Pass/Fail)

### **Mandatory Ride-Along**

Prior to the eligibility list being certified, all eligible candidates will be required to complete an eight (8) hour ride-along preferably between the hours of 7:00 p.m. and 3:00 a.m.

### **Certification**

The top fifteen (15) candidates, or fewer if fewer qualify, who have completed all test phases successfully are certified by the City's Civil Service Commission as eligible for the position of Police Officer. The ranking of candidates is based on a composite score of the written exam and oral interview with the oral interview weighted as 60% and the written exam weighted as 40%. Veterans who qualify for preference under Iowa law will have their composite score increased by 5 percentage points. The list is certified for a two year period.



# City of Council Bluffs

## Job Description

### Police Officer

**Department:** Police Department

**Supervisor:** Police Captain

**Location:** Police Station

**FLSA Status:** Non-exempt

**Prepared By:** Mallory Davis, Recruiter

**Prepared Date:** January 2021

**Union:** Police

**Pay Grade:** 01

**Summary:** The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area or an assigned shift or on special assignments.

**Essential Duties and Responsibilities:**

- Patrols city streets for crime suppression and provides public service:
  - Reviews reports, statistics, and other compiled information to determine areas in need of selective enforcement
  - Transmits messages over the police radio
  - Arranges for the removal of abandoned and/or disabled vehicles
  - Provides security checks for businesses and residences
  - Engages in pursuit driving
  - Participates in large scale area search parties for persons or evidence
  - Engages in stake-out assignments for criminal suspect apprehension
  - Actively reviews and maintains a current knowledge of known criminals, criminal vehicles, and associates and places of residence
  - Provides assistance to crimes in progress
  - Provides assistance and traffic control at motor vehicle accidents
  - Administers first aid to sick, injured, or wounded persons
  - Protects accident and crime scenes
  - Transports prisoners and individuals with mental illness
  - Handcuffs prisoners during transportation
  - Searches prisoners
  - Participates in pre-planned raids
  - Requests record checks
  - Re-stocks patrol vehicle with emergency supplies
  - Evacuates buildings or other areas to remove persons in danger

- Provides inspection services through patrol activities:
  - Investigates suspicious persons and vehicles
  - Patrols locations known to be dangerous or hazardous to the public
  - Physically examines abandoned vehicles, locates rightful owners
  - Establishes and notifies owners of impounded vehicles
  - Searches vehicle for contraband and evidence
  - Completes bar checks
  - Searches for missing, lost, or wanted persons to include juveniles
  - Searches buildings, properties, and vehicles for bombs or other hazardous devices
  - Searches buildings, properties, or other structures for contraband, evidence, or wanted persons
  - Investigates suspicious smells which may be evidence of criminal activity
  - Conducts investigations of lost or stolen bicycles
- Provides contact with the public during routine patrol engagement:
  - Stops vehicles to effect felony arrest
  - Checks out lost or confused citizens
  - Delivers death messages
  - Informally counsels juveniles and their families
  - Mediates family disputes
  - Provides security for labor disputes
  - Issues citations for non-traffic offenses
  - Serves arrest warrants
  - Controls crowds, groups of spectators, etc.
  - Makes arrests with and without warrants
  - Interviews witnesses and suspects
  - Refers persons to other agencies
  - Takes juveniles into custody
- Handles various types of incidents coming to his/her attention either as a called for service or request from the public while on patrol:
  - Responds to activated alarms
  - Provides assistance to animal control personnel
  - Investigates crimes in progress, reported crimes, and complaints
  - Provides traffic direction and control for malfunctioning traffic control devices and other public safety hazards such as fires, explosions, etc.
  - Provides assistance to other law enforcement agencies
  - Enforces parking regulations
  - Investigates traffic accidents
- Provides traffic supervision as called for service or comes to his/her attention while on patrol:
  - Removes hazards from the roadway
  - Advises appropriate agencies of traffic engineering needs
  - Monitors drivers for violations at traffic control devices
  - Monitors actions of pedestrians for violations
  - Monitors speed of vehicles using radar, visual observation, or estimation
  - Enforces motor vehicle laws of the road, including OWI with applicable procedures for processing
  - Arrests and books traffic law violators



- Inspects vehicles for licensing, registration, and mechanical defects
- Issues warning violation citations for minor infractions
- Escorts parades, emergency vehicles, dignitaries, and oversize loads
- Inspects and measures skid marks and other marks on the roadway as part of the investigation of accidents
- Takes appropriate enforcement action at accident scenes
- Interviews victims, complainants, and witnesses regarding accidents
- Interrogates suspects in regard to accident investigation
- Conducts criminal investigations for case clearance and/or solution:
  - Interrogates suspects and prepares written statements
  - Evaluates crime scenes to determine investigative procedure to be followed and what assistance may be required
  - Requests investigative assistance, i.e. detectives, crime lab personnel, other officers, etc.
  - Locates and interviews witnesses
  - Summarizes in writing statements of witnesses, complainants, etc.
  - Inquires into incidents to determine if they are criminal or civil in nature
  - Organizes and conducts photo line-ups
  - Personally reviews records and pictures to identify suspects
  - Contacts various sources, such as employers, utility companies, schools, to help locate suspects and/or witnesses
  - Participates in formal or informal surveillance of individuals or locations
  - Photographs crime scenes
  - Sketches or diagrams crime scenes
  - Coordinates investigations with other law enforcement agencies
  - Presents facts of cases for criminal prosecution
  - Appears and testifies in court proceedings
  - Prepares information and obtains search and arrest warrants
  - Makes identification of deceased persons, searches such persons for personal property and examines for types of wounds, injuries, and makes preliminary determination of cause of death
  - Conducts follow-up investigations to completion
- Collects, handles, stores, preserves, & examines evidence of all types:
  - Uses chemical test kit to test for controlled substances
  - Thoroughly searches crime scenes for physical evidence
  - Collects and examines evidence and personal property from crime scenes
  - Reviews crime lab reports
- Participates in the training program of the department:
  - Attends in-service training, outside conferences, or training programs and/or seminars
- Engages in Community Relations activities:
  - Talks with individuals on the street to obtain information
  - Talks with people on the street in patrol area to establish rapport
  - Instructs members of the community on crime prevention
  - Requests help from news media in crime prevention or solving

- Prepares official police documents:
  - Prepares official police reports for both internal and external use
  - Prepares all official reports or documents as required in a neat, concise, and factual manner
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**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); or equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- United States Citizen
- Must be age 21 by the test date
- Must be able to obtain a Driver's License from state of residence

**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.
- Must meet minimum standards as required by the Iowa Law Enforcement Academy and MFPRSI (Municipal Fire and Police Retirement System)
- Must have the ability to work both in and out of doors in all weather conditions, in high stress environment, and for long periods of time.

**Other Skills and Abilities:**

- Considerable working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly in emergency situations
- Ability to develop skill in the use and care of firearms and other weapons
- Must not be by reason of conscience or belief opposed to the use of force, when necessary to fulfill his or her duties
- Ability to drive a vehicle safely and efficiently
- Must not be addicted to drugs or alcohol
- Must be able to successfully pass a physical ability/agility test

- Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted by local, state, and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude

## Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Accountant II

Commission Action: 5/26/2021

Submitted by:

### Description

### Background/Discussion

### Recommendation

### ATTACHMENTS:

Description

Type

Upload Date

[Accountant II - Civil Service Procedures](#)

Testing Procedures

5/25/2021

[Accountant II - Job Description](#)

Job Description

5/25/2021

**City of Council Bluffs, Iowa**

**INTER-OFFICE MEMO**

**May 26, 2021**

**TO:** Civil Service Commission  
**FROM:** Mallory Davis, Recruiter – Human Resources  
**SUBJECT:** Accountant II

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**Background**

The Director of Finance is requesting that the Commission approve procedures for establishing an Accountant II eligibility list.

**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 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.

2. **Oral Interview:**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the oral interview. 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 four appointed by the Human Resources Department. (Passing score of 70%).



# City of Council Bluffs

## Job Description

### Accountant II

**Department:** Finance

**Supervisor:** Director of Finance

**Location:** City Hall

**FLSA Status:** Exempt

**Prepared By:** Mallory Davis, Recruiter

**Prepared Date:** May 2021

**Union:** Non-Union

**Pay Grade:** 20

**Summary:** Performs financial accounting, reporting, and analysis responsibilities. Works closely with management to ensure they have the necessary reporting to make sound financial decisions.

**Essential Duties and Responsibilities:**

- Prepares financial accounting, analysis, and reconciliation of City financial accounts
- Prepares internal and external financial statements and reports by collecting, analyzing, and summarizing financial information
- Performs budget to actual analysis including verbal and written narrative explaining key drivers
- Conducts analytical review of specific financial actions and prepares recommendations
- Assists in the preparation of the City's annual and amended budget
- Completes assigned responsibilities for the year-end close and audit
- Leads process improvement projects that require cross-functional collaboration
- Develops as a leader in finance functional area
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

This job has no direct supervisory responsibilities; however, incumbent will lead and direct the work of others.

**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:**

- Bachelor's Degree from an accredited institution in Accounting or Finance
- Four years of experience in a finance role
- Enterprise Resource Planning (ERP) system experience, preferred
- Any equivalent combination of education and experience which provide the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- Additional position consideration given to those applicants who have passed the Certified Public Accountant (CPA) and/or Certified Management Accountant (CMA) exam

**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.
- The work environment is an office setting that is normally quiet.

**Other Skills and Abilities:**

- Excellent knowledge of generally accepted accounting principles and application to business situations
- Strong financial analysis and acumen
- Demonstrated project leadership experience in process improvement
- Excellent knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Knowledge of integrated financial systems
- Key citizen and internal customer service responsibilities
- Strong interpersonal and written communication skills
- Accuracy and integrity
- Ability to form effective working relationships with staff, public, and other agencies

### Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Fleet Supervisor

Commission Action: 5/26/2021

Submitted by:

|                    |
|--------------------|
| <b>Description</b> |
|--------------------|

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|------------------------------|
| <b>Background/Discussion</b> |
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|-----------------------|
| <b>Recommendation</b> |
|-----------------------|

**ATTACHMENTS:**

Description

Type

Upload Date

[Fleet Supervisor - Eligibility List](#)

Eligibility List

5/20/2021



**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**May 26, 2021**

**TO:** Civil Service Commission

**FROM:** Mallory Davis, Recruiter – Human Resources

**SUBJECT:** Fleet Supervisor

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Background

The application process for Fleet Supervisor has been conducted and an eligibility list prepared for the Commission's consideration. There was 1 candidate.

Recommendation

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

1. Dan Ring

Expires: May 26, 2023

## Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Street & Sewer Supervisor

Commission Action: 5/26/2021

Submitted by:

### Description

### Background/Discussion

### Recommendation

### ATTACHMENTS:

Description

Type

Upload Date

[Street & Sewer Supervisor - Eligibility List](#)

Eligibility List

5/20/2021

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**May 26, 2021**

**TO:** Civil Service Commission

**FROM:** Mallory Davis, Recruiter – Human Resources

**SUBJECT:** Street & Sewer Supervisor

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Background

The application process for Street & Sewer Supervisor has been conducted and an eligibility list prepared for the Commission's consideration. There were 7 candidates.

Recommendation

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

1. Curt Whittington
2. Tim Porath
3. Jerry Petersen

Expires: May 26, 2023