



## **CIVIL SERVICE COMMISSION**

December 28, 2022

8:00 AM

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

### **MINUTES**

#### **CALL TO ORDER**

Chair Carol Wood called the meeting to order at 8:00 am on December 28, 2022.

Commissioners present: Carol Wood

Commissioners present via telephone: Kate Cutler and Jeffrey Nelson.

Staff present: Jodi Quakenbush, Cori Shaw Greg Schultz, Graham Jura and Justin James.

#### **APPROVE AGENDA**

Kate Cutler and Jeff Nelson moved and seconded approval of Meeting Agenda for December 28, 2022. Unanimous, 3-0 vote.

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

November 30, 2022

Jeff Nelson and Kate Cutler moved and seconded approval of Meeting Minutes from November 30, 2022. Unanimous, 3-0 vote.

#### **APPROVE TESTING PROCEDURES**

Plant Maintenance Worker

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Plant Maintenance Worker. Unanimous, 3-0 vote.

Firefighter & Firefighter/Paramedic

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

#### **CERTIFY ELIGIBILITY LIST**

Accountant II

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the

eligibility list for Accountant II. Unanimous, 3-0 vote.

Payroll & Benefits Specialist

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

Equipment Mechanic

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

Recycling Aide

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

## **OTHER BUSINESS**

## **ADJOURNMENT**

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to Adjourn at 8:31 am. Passed, 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.:  
Submitted by:

November 30, 2022

Commission Action: 12/28/2022

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| <b>Description</b> |
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| <b>Background/Discussion</b> |
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| <b>Recommendation</b> |
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**ATTACHMENTS:**

| Description   | Type    | Upload Date |
|---|---------|-------------|
| <a href="#">November 30, 2022 - Meeting Minutes</a> | Minutes | 12/23/2022  |



## CIVIL SERVICE COMMISSION

November 30, 2022

8:00 AM

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

### MINUTES

#### CALL TO ORDER

Commissioner Carol Wood called the meeting to Order at 8:00 a.m. on Wednesday November 30, 2022.

Commissioners present: Carol Wood and Kate Cutler

Commissioners present via phone: Jeffrey Nelson.

Staff present: Cori Shaw, Jodi Quakenbush, Stacie Jensen Richard Wade and Greg Schultz.

OTHER BUSINESS: Reschedule Van Maanen Appeal Hearing

Commission scheduled the hearing for Wednesday March 1, 2023 and Thursday March 2, 2023 at 9:00 am both days.

OTHER BUSINESS: Van Maanen Appeal - Motion for a deadline to exchange witness and exhibit lists

Jeff Nelson and Kate Cutler moved and seconded approval of Motion to grant Appellee's motion for a deadline to exchange witness and exhibit lists by end of business day on February 22, 2023. Unanimous, 3-0 vote.

#### APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of November 30, 2022 agenda. Unanimous, 3-0 vote.

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

November 14, 2022

Kate Cutler and Jeff Nelson moved and seconded approval of November 14, 2022 minutes. Unanimous, 3-0 vote.

## **APPROVE TESTING PROCEDURES**

Utility Worker II

Kate Cutler and Jeff Nelson moved and seconded approval of Testing Procedures for Utility Worker II. Unanimous, 3-0 vote.

## **CERTIFY ELIGIBILITY LIST**

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.

Plant Operator

Jeff Nelson and Kate Cutler moved and seconded approval of Certifying the Eligibility List for Plant Operator. Unanimous, 3-0 vote.

## **OTHER BUSINESS**

Approve Updated Civil Service Commission Rules

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to update Civil Service Commission Rules. Unanimous, 3-0 vote.

## **ADJOURNMENT**

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

Jodi Quakenbush  
Civil Service Secretary

**Civil Service Commission Communication**

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

Plant Maintenance Worker

Commission Action: 12/28/2022

Description

Background/Discussion

Recommendation

**ATTACHMENTS:**

| Description  | Type               | Upload Date |
|--|--------------------|-------------|
| <a href="#">Plant Maintenance Worker - Procedures</a>      | Testing Procedures | 12/23/2022  |
| <a href="#">Plant Maintenance Worker - Job Description</a> | Job Description    | 12/23/2022  |

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**December 28, 2022**

**TO:** Civil Service Commission  
**FROM:** Cori Shaw, Recruiter - Human Resources  
**SUBJECT:** Plant Maintenance Worker

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**Background**

The Director of Public Works is requesting a list be established for the position of Plant Maintenance Worker in the Public Works Department.

**Recommendation**

It is the recommendation of staff that the Commission approve the 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 up to four appointed by the Human Resources Department. (Passing score of 70%).



# City of Council Bluffs

## Job Description

### Plant Maintenance Worker

**Department:** Public Works

**Supervisor:** Superintendent of the Water Pollution Control Plant

**Location:** Water Pollution Control Plant

**FLSA Status:** Non-Exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** December 2022

**Union:** AFSCME

**Pay Grade:** 18

**Summary:** An employee in this class is responsible for the comprehensive maintenance program for the Water Pollution Control Plant. Work is performed under general supervision and requires considerable independent judgement, initiative, and organizational skills.

#### **Essential Duties and Responsibilities:**

- Maintains Water Pollution Control Plant facilities and grounds
- Recommends and applies paints, coating materials, caulking, grouting, and sealants to protect facilities and equipment from harsh atmospheres at the Plant
- Installs and repairs, not limited to pipelines, valves, hydraulics, pumps, sewer and water lines, plumbing, electrical, and small engine equipment
- Tests, maintains, and keeps records as required for the Backflow Prevention Program
- Plans and documents all Pesticide Application operations at the Plant and Stations
- Operates hand tools, power tools, and air tools
- Assists plant personnel assigned to painting
- 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)
- Two (2) years of general repair and construction work, of which one (1) year is in the maintenance of buildings and equipment.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- Valid Driver's License
- Must obtain and maintain a Back Flow Assembly Tester Certification for the State of Iowa within 12 months of hire
- Must obtain and maintain a Turf and Ornamental Pesticide Applicator's license issued by the State of Iowa within 12 months of hire

**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 employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in the plant.

**Other Skills and Abilities:**

- Excellent knowledge of materials, paints, equipment, tools and techniques used in maintenance work
- Establishes effective working relationships
- Ability to communicate effectively both orally and in writing
- Maintain records
- Ability to assist in maintenance performed by plant personnel
- Repairs and maintains buildings, grounds, and equipment including backflow prevention devices
- Ability to read meters
- Must be able to operate light equipment and trucks safely
- Efficient in painting

**Civil Service Commission Communication**

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

Firefighter & Firefighter/Paramedic

Commission Action: 12/28/2022

Description

Background/Discussion

Recommendation

**ATTACHMENTS:**

| Description  | Type               | Upload Date |
|--|--------------------|-------------|
| <a href="#">Firefighter &amp; Firefighter/Paramedic - Procedures</a> | Testing Procedures | 12/23/2022  |
| <a href="#">Firefighter - Job Description</a>                        | Job Description    | 12/23/2022  |
| <a href="#">Firefighter/Paramedic - Job Description</a>              | Job Description    | 12/23/2022  |

**CITY OF COUNCIL BLUFFS, IOWA**  
**INTER-OFFICE MEMO**

**December 28, 2022**

**TO:** Civil Service Commission

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

**SUBJECT:** Firefighter and Firefighter/Paramedic

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Background Information/Recommendation:

The Fire Chief has requested the Commission establish test dates and procedures to create new eligibility lists for two separate job classifications, Firefighter/EMTB and Firefighter/Paramedic. The last Firefighter and Firefighter/Paramedic list expired on November 18, 2022. Over the next few years the department will have multiple vacancies that will be filled utilizing the two certified lists once completed.

Running Both Selection Processes Together:

Although the eligibility requirements are different for these two positions, the actual test instruments used are the same. Because of this it is recommended that both selection processes be given simultaneously. This is the same approach used in the 2007, 2009, 2012, 2014, 2016, and 2020 test administrations and is a time savings for both staff and the applicants.

Candidates who qualify for the higher level position of Firefighter/Paramedic will be a candidate for the position of Firefighter if they fill out that application as well. However, they will only have to take the written exam, Candidate Physical Ability Test (CPAT), oral interview, and motor vehicle driver check one time. The written and oral score attained by a candidate for the Firefighter/Paramedic position will be used to determine the candidate's placement on both the Firefighter and the Firefighter/Paramedic eligibility lists. The City now has online applications so the applicant will have to fill out an application for each position to be considered.

1. Application Process:

It is the request that the applications be opened on Tuesday, January 3, 2023, until Tuesday, January 31, 2023 at 1700 hours. The City will only accept the first 250 applications. Therefore, the close date will be January 31, 2023, or the date that 250 applications are received, whichever is earlier.

To be eligible to be considered a candidate for **Firefighter/Paramedic** applicants must submit proof that they hold a valid State of Iowa EMT-Paramedic certification by the close date of application. Proof of certification by the National Registry as an EMT-Paramedic may be substituted for the State of Iowa EMT-Paramedic certification provided they can obtain the State of Iowa certification within 90 days of hire.

2. Written Exam:

Eligible candidates for Firefighter and Firefighter/Paramedic will take the entry firefighter written exam provided by an outside testing agency. The exam will be administered by the City Clerk on February 14, 2023, at 9:00 a.m. at the Mid America Center “Ballroom A”. (Passing score 70%)

3. Orientation to Candidate Physical Ability Test (CPAT):

Of the candidates who pass the written exam, the top 150 candidates, or fewer if fewer qualify, shall be eligible to participate in the CPAT orientation. This will be done online and all material will be available on the Fire Department’s page of the City’s website.

4. Practice Session for Candidate Physical Ability Test (CPAT):

Of the candidates who pass the written exam, the top 150 candidates shall be eligible to attend two CPAT practice sessions. The first practice session/orientation will be held on March 6<sup>th</sup> and 7<sup>th</sup> of 2023. The second practice session will be held on April 6<sup>th</sup> and/or 7<sup>th</sup>, 2023, at the Mid America Center “Exhibit Hall”. It will be permissible for a candidate to pass the CPAT during either practice session and thus not have to attend the CPAT test. Candidates are given one try per practice session to attempt to pass the CPAT.

5. Candidate Physical Ability Test (CPAT):

Of the candidates who pass the written exam, the top 150 candidates shall be eligible to take the CPAT exam. The exam will be administered on May 5<sup>th</sup>, 2023, at The Mid America Center “Exhibit Hall”. The Administrative Assistant Chief in charge of training will administer the test. The cut off for the timed events is 10 minutes and 20 seconds.

6. Motor Vehicle Driver’s History:

A motor vehicle driver’s history will be conducted on the candidates who will move on to the oral interview phase. This will take place prior to the oral interview phase. (Pass/Fail)

7. Oral Interviews:

The top 65 candidates and all of whom have a passing score who hold a paramedic license will progress to the oral interview test phase. Oral interviews will be conducted by a panel of 5 appointed as follows: 4 Fire Department personnel selected by the Fire Department and 1 person selected by the Human Resources Department. (Passing Score 65%)

After the completion of the oral interviews, a composite score shall be calculated with the written exam weighted at 50% and the oral interview weighted at 50%.

8. EMT Preference Points:

Candidates who submit proof by the close date of application that they possess current certification by the State of Iowa or the National Registry as an EMT-P or EMT shall have the following points added to their final score: 2.5 points for EMT-P; 1.5 points for EMT. Points will not be given to those who submit this verification after the application deadline.

9. Certification of Lists:

At the completion of this process, the Commission will certify the top forty (40) candidates, or fewer if fewer qualify, on each of the two separate eligibility lists; one for Firefighter and one for Firefighter/Paramedic. Please note, some names may be on both lists.

10. Medical Examination and Background Investigation:

Offers of employment are contingent on the candidate meeting the medical protocols as set by MFRPSI and a background investigation conducted by the Human Resources Department which includes a criminal history records' check. A psychological exam shall be included as part of the medical requirements.



# City of Council Bluffs

## Job Description

### Firefighter

**Department:** Fire Department

**Supervisor:** Fire Chief

**Location:** Fire Department

**FLSA Status:** Non-exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** December 2022

**Union:** Fire

**Pay Grade:** 01

**Summary:** Personnel in the rank of Fire Fighter are expected to perform a wide range of duties and responsibilities including but not limited to fire suppression; fire prevention; emergency medical service; hazardous materials; confined space and other rescue; public education; operation and maintenance of Fire Department equipment, apparatus, and facilities; training in all areas; public relations; and other related work as required.

#### **Essential Duties and Responsibilities:**

- **Fire Duties:**
  - Responds to all types of fire, hazardous material, and other emergency incidents
  - Participates in all fire or rescue related activities including but not limited to search and rescue; laying and operation of hose lines; raising and climbing ladders; extinguishing of fires; ventilation; and overhaul of fire scenes
  - Performs search and rescue for trapped or injured persons
  - Performs extrication with department equipment
  - Operates and maintains fire suppression apparatus and equipment
  - Operates Fire Department equipment while wearing heavy protective clothing and self-contained breathing apparatus
  - Participates in Fire Department physical fitness and health maintenance programs
  - Participates in routine maintenance and repair of apparatus, equipment, and fire station
  - Demonstrates an understanding of all department procedures and operations
  - Demonstrates knowledge and understanding of all apparatus and equipment used
  - Performs daily activities related to training and continuing education
  - Demonstrates and maintains a broad knowledge base related to all fire and EMS related activities
  - Develops and maintains knowledge of response areas and streets
  - Maintains competency in Firefighter 1 and Firefighter 2 skills

- Obtains and maintains certification of competency at the Haz Mat Operations or Technician level as determined by the Fire Department Administration
- Operates and functions within the Fire Department's Incident Management and Accountability systems
- Performs as a team member under the command of a Fire Department Officer
- Performs daily activities related to fire prevention; safety education; surveys and inspections; and preplanning
- Operates Fire Department apparatus within State of Iowa law and Fire Department policy
- **Medical Duties:**
  - Responds to medical emergencies, motor vehicle accidents, and to other emergency situations involving threat to human life
  - Evaluates and assesses the condition of patients
  - Determines treatment in accordance with accepted State of Iowa and Fire Department protocols and procedures
  - Lifts and moves patients and equipment as necessary to perform emergency medical treatment and transport
  - Provides emergency medical services as warranted by the situation
  - Provides necessary medical care including the use of defibrillators, suction units, and other advanced care related equipment
  - Operates numerous types of rescue, salvage, and emergency medical equipment
  - Operates and maintains medic unit and all related equipment
  - Ensures that medic unit apparatus and equipment are clean and properly maintained in working condition
  - Conducts daily medic unit apparatus and equipment inspections
  - Participates in EMS training, education, and certification related activities recommended by the Fire Department's Medical Director and the Fire Department's EMS Operations Officer
  - Participates in and is knowledgeable of the Fire Department's Infection Control and Prevention Program
  - Assists in department and civilian first aid and CPR training
- **Other Duties:**
  - Maintains adequate records
  - Fills out properly and legibly all forms, reports, logs, and records
  - Maintains adequate inventory of supplies and equipment on medic unit, fire apparatus, and at fire station
  - Participates in prevention and safety education activities and programs at schools, businesses, and other facilities
  - Deals with people and co-workers in an effective manner under adverse conditions
  - Manages sensitive or hostile public contacts in a calm 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

**Certificates, Licenses, Registrations:**

- Achieve and maintain a State of Iowa EMT certification prior to date of hire
- Applicants with a current National Registry EMT, must achieve and maintain a State of Iowa EMT certification within 90 days of hire date
- Valid Driver's License
- Achieve and maintain a valid State of Iowa Class D Chauffeurs Driver's License with a 16,001 pound rating during initial training – If applicant does not reside in Iowa, they must get the equivalent license in their state of residency
- Firefighter 1 and 2 before end of probationary period
- Complete the 'Probationary Firefighter Task Book' by the end of the probationary period

**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.
- Applicant must be able to pass the Candidate Physical Ability Test (CPAT).
- Must have the ability to work both in and out of doors, in all weather conditions, in high stress environment, in extreme heat, and for long periods of time.

**Other Skills and Abilities:**

- Thorough knowledge of methods, equipment, and tools used by the Fire Department in performing fire, rescue, and EMS related activities
- Thorough knowledge of rules, regulations, procedures, protocols, and laws relative to Fire and EMS activities
- Ability to safely operate and maintain a heavy motorized vehicle
- Ability to follow and understand oral and written instructions
- Willingness to perform any task assigned
- Cooperativeness, tactfulness, and the ability to get along with department personnel and civilians
- Maintain a driving record acceptable to the City and to the City's insurance carrier





# City of Council Bluffs

## Job Description

### Firefighter/Paramedic

**Department:** Fire Department

**Supervisor:** Fire Chief

**Location:** Fire Department

**FLSA Status:** Non-exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** December 2022

**Union:** Fire

**Pay Grade:** 02

**Summary:** Personnel in the rank of Fire Fighter/Paramedic are expected to perform a wide range of duties and responsibilities including but not limited to fire suppression; fire prevention; emergency medical service; hazardous materials; confined space and other rescue; public education; operation and maintenance of Fire Department equipment, apparatus, and facilities; training in all areas; public relations; and other related work as required.

#### **Essential Duties and Responsibilities:**

- **Fire Duties:**
  - Responds to all types of fire, hazardous material, and other emergency incidents
  - Participates in all fire or rescue related activities including but not limited to search and rescue; laying and operation of hose lines; raising and climbing ladders; extinguishing of fires; ventilation; and overhaul of fire scenes
  - Performs search and rescue for trapped or injured persons
  - Performs extrication with department equipment
  - Operates and maintains fire suppression apparatus and equipment
  - Operates Fire Department equipment while wearing heavy protective clothing and self-contained breathing apparatus
  - Participates in Fire Department physical fitness and health maintenance programs
  - Participates in routine maintenance and repair of apparatus, equipment, and fire station
  - Demonstrates an understanding of all department procedures and operations
  - Demonstrates knowledge and understanding of all apparatus and equipment used
  - Performs daily activities related to training and continuing education
  - Demonstrates and maintains a broad knowledge base related to all fire and EMS related activities
  - Develops and maintains knowledge of response areas and streets
  - Maintains competency in Firefighter 1 and Firefighter 2 skills

- Obtains and maintains certification of competency at the Haz Mat Operations or Technician level as determined by the Fire Department Administration
- Operates and functions within the Fire Department's Incident Management and Accountability systems
- Performs as a team member under the command of a Fire Department Officer
- Performs daily activities related to fire prevention; safety education; surveys and inspections; and preplanning
- Operates Fire Department apparatus within State of Iowa law and Fire Department policy
- Medical Duties:
  - Responds to medical emergencies, motor vehicle accidents, and to other emergency situations involving threat to human life
  - Evaluates and assesses the condition of patients
  - Determines treatment in accordance with accepted State of Iowa and Fire Department protocols and procedures
  - Lifts and moves patients and equipment as necessary to perform emergency medical treatment and transport
  - Oversees the work of Fire Department personnel as necessary during medical emergencies
  - Oversees triage operations
  - Acts as Triage Officer on mass casualty incidents
  - Provides emergency medical services as warranted by the situation
  - Provides necessary medical care including the use of defibrillators, intubation tools, suction units, and other advanced care related equipment
  - Operates numerous types of rescue, salvage, and emergency medical equipment
  - Operates and maintains medic unit and all related equipment
  - Ensures that medic unit apparatus and equipment are clean and properly maintained in working condition
  - Conducts daily medic unit apparatus and equipment inspections
  - Participates in EMS training, education, and certification related activities recommended by the Fire Department's Medical Director and the Fire Department's EMS Operations Officer
  - Participates in and is knowledgeable of the Fire Department's Infection Control and Prevention Program
  - Assists in department and civilian first aid and CPR training
- Other Duties:
  - Maintains adequate records
  - Fills out properly and legibly all forms, reports, logs, and records
  - Maintains adequate inventory of supplies and equipment on medic unit, fire apparatus, and at fire station
  - Participates in prevention and safety education activities and programs at schools, businesses, and other facilities
  - Deals with people and co-workers in an effective manner under adverse conditions
  - Manages sensitive or hostile public contacts in a calm 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

**Certificates, Licenses, Registrations:**

- Achieve and maintain a State of Iowa EMT-Paramedic certification within 90 days of hire date (National Registry EMT-P or State of Iowa EMT-P are required to apply)
- Valid Driver's License
- Achieve and maintain a valid State of Iowa Class D Chauffeurs Driver's License with a 16,001 pound rating during initial training – If applicant does not reside in Iowa, they must get the equivalent license in their state of residency
- Firefighter 1 and 2 before end of probationary period
- Complete the 'Probationary Firefighter Task Book' by the end of the probationary period

**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.
- Applicant must be able to pass the Candidate Physical Ability Test (CPAT).
- Must have the ability to work both in and out of doors, in all weather conditions, in high stress environment, in extreme heat, and for long periods of time.

**Other Skills and Abilities:**

- Thorough knowledge of methods, equipment, and tools used by the Fire Department in performing fire, rescue, and EMS related activities
- Thorough knowledge of rules, regulations, procedures, protocols, and laws relative to Fire and EMS activities
- Ability to safely operate and maintain a heavy motorized vehicle
- Ability to follow and understand oral and written instructions
- Willingness to perform any task assigned
- Cooperativeness, tactfulness, and the ability to get along with department personnel and civilians
- Maintain a driving record acceptable to the City and to the City's insurance carrier

**Civil Service Commission Communication**

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

Accountant II

Commission Action: 12/28/2022

Description

Background/Discussion

Recommendation

**ATTACHMENTS:**

| Description                                      | Type             | Upload Date |
|--|------------------|-------------|
| <a href="#">Accountant II - Eligibility List</a> | Eligibility List | 12/23/2022  |

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**December 28, 2022**

**TO:** Civil Service Commission

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

**SUBJECT:** Accountant II

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**Background**

The application process for Accountant II has been conducted and an eligibility list prepared for the Commission's consideration. There were 8 candidates.

**Recommendation**

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

1. Stephanie Harden
2. Tracey Butler
3. Joseph Neumann

Expires: December 28, 2024

**Civil Service Commission Communication**

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

Payroll & Benefits Specialist

Commission Action: 12/28/2022

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

| Description                                       | Type             | Upload Date |
|---|------------------|-------------|
| <a href="#">Payroll &amp; Benefits Specialist</a> | Eligibility List | 12/23/2022  |

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**December 28, 2022**

**TO:** Civil Service Commission

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

**SUBJECT:** Payroll & Benefits Specialist

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Background

The application process for Payroll & Benefits Specialist has been conducted and an eligibility list prepared for the Commission's consideration. There were 20 candidates.

Recommendation

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

1. Teri Hough

Expires: December 28, 2024

**Civil Service Commission Communication**

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

Equipment Mechanic

Commission Action: 12/28/2022

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

| Description   | Type             | Upload Date |
|---|------------------|-------------|
| <a href="#">Equipment Mechanic - Eligibility List</a> | Eligibility List | 12/23/2022  |



**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**December 28, 2022**

**TO:** Civil Service Commission

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

**SUBJECT:** Equipment Mechanic

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Background

The application process for Equipment Mechanic has been conducted and an eligibility list prepared for the Commission's consideration. There were 2 candidates.

Recommendation

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

1. Philip Meyer

Expires: December 28, 2024

**Civil Service Commission Communication**

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

Recycling Aide

Commission Action: 12/28/2022

Description

Background/Discussion

Recommendation

**ATTACHMENTS:**

| Description                                       | Type             | Upload Date |
|---|------------------|-------------|
| <a href="#">Recycling Aide - Eligibility List</a> | Eligibility List | 12/23/2022  |

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**December 28, 2022**

**TO:** Civil Service Commission

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

**SUBJECT:** Recycling Aide

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Background

The application process for Recycling Aide has been conducted and an eligibility list prepared for the Commission's consideration. There were 4 candidates.

Recommendation

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

1. Jeffery Moore

Expires: December 28, 2024