



## CIVIL SERVICE COMMISSION

January 31, 2024

8:00 AM

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

### MINUTES

#### CALL TO ORDER

Commissioner Nelson called the meeting to order on Wednesday January 31, 2024.

Commissioners present: Nelson, Wood and Cutler

Staff present: Cori Shaw, Graham Jura, Amanda Kopera and Greg Schultz.

#### APPROVE AGENDA

Carol Wood and Kate Cutler moved and seconded approval of January 31, 2024 Agenda. Unanimous, 3-0 vote.

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

December 27, 2023

Kate Cutler and Carol Wood moved and seconded approval of December 27, 2023 Minutes. Unanimous, 3-0 vote.

#### APPROVE TESTING PROCEDURES

Accountant I

Carol Wood and Jeff Nelson moved and seconded approval of testing procedures for Accountant I. Unanimous, 3-0 vote.

#### CERTIFY ELIGIBILITY LIST

Police Officer (Certified)

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

#### OTHER BUSINESS

#### ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Motion to Adjourn at 8:26 am. 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.:

December 27, 2023

Commission Action: 1/31/2024

Submitted by:

## Description

## Background/Discussion

## Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
<a href="#">12/27/2023 - Minutes</a>	Minutes	1/29/2024



**CIVIL SERVICE COMMISSION**

December 27, 2023

8:00 AM

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

**MINUTES**

**CALL TO ORDER**

Commissioner Chair Nelson called the meeting to order at 8:00 a.m. on Wednesday December 27, 2023.

Commissioners present: Nelson, Cutler and Wood

Staff present: Richard Wade, Cori Shaw, Jodi Quakenbush and Amanda Kopera.

**APPROVE AGENDA**

Kate Cutler and Carol Wood moved and seconded approval of December 27, 2023 agenda. Unanimous, 3-0 vote.

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

December 6, 2023

Kate Cutler and Jeff Nelson moved and seconded approval of December 6, 2023 minutes. Unanimous, 3-0 vote.

**APPROVE TESTING PROCEDURES**

Scale Operator

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Scale Operator. Unanimous, 3-0 vote.

Building Maintenance Worker I

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

Property Management Specialist

Carol Wood and Kate Cutler moved and seconded approval of testing procedures for Property Management Specialist. Unanimous, 3-0 vote.

Code Compliance Officer

Jeff Nelson and Kate Cutler moved and seconded approval of testing procedures for Code Compliance Officer. Unanimous, 3-0 vote.

## **OTHER BUSINESS**

Richard Wade spoke about veterans preference regarding the Fire and Police Departments.

## **ADJOURNMENT**

Carol Wood and Kate Cutler moved and seconded approval of Motion to Adjourn at 8:42 am. Unanimous, 3-0 vote.

### **Disclaimer:**

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**Civil Service Commission Communication**

Department: Human Resources

Case/Project No.:

Accountant I

Commission Action: 1/31/2024

Submitted by:

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Accountant I - Procedures</a>	Testing Procedures	1/29/2024
<a href="#">Accountant I - Job Description</a>	Job Description	1/29/2024

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**January 31, 2024**

**TO:** Civil Service Commission  
**FROM:** Cori Shaw, Recruiter – Human Resources  
**SUBJECT:** Accountant I

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**Background**

The Director of Finance is requesting that the Commission approve procedures for establishing an Accountant I 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 candidates' qualifications will be outlined on their application to include their application supplement. 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 no less than three but no more than four appointed by the Human Resources Department. (Passing score of 65%).



# City of Council Bluffs

## Job Description

### **Accountant I**

**Department:** Finance  
**Supervisor:** Sr. Accounting Manager  
**Location:** City Hall  
**FLSA Status:** Non-Exempt  
**Prepared By:** Cori Shaw, Recruiter  
**Prepared Date:** January 2024  
**Civil Service Status:** Civil Service  
**Union:** CWA  
**Pay Grade:** 15

**Summary:** An employee in this class performs various general ledger accounting and financial reporting functions.

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

- Maintains balance sheet and fund reconciliations
- Reviews cash general ledger and bank activity daily and completes bank reconciliations
- Assists with recording and maintenance of fixed asset listing and depreciation schedules
- Prepares and posts journal entries in assigned areas
- Prepares schedules for the annual audit and assists with the audit process
- Prepares schedules for the Annual Comprehensive Financial Report (ACFR) for fiscal year end
- Prepares internal financial schedules to be reviewed by management
- Analyzes actual results compared to budget and prior years of assigned areas
- Assists with annual budgeting process
- Assists the Accounts Payable process by providing an internal review of invoices and serving as back-up as needed
- Researches guidance and policies on specific requirements as items arise
- 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:**

- Associate's Degree in Accounting or Finance from an accredited institution
- Bachelor's Degree in Accounting or Finance, preferred
- Minimum of one (1) year of experience performing similar duties
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- None required

**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 customer facing, with periods of very busy and relatively quiet cycles.

**Other Skills and Abilities:**

- Proficient knowledge of generally accepted accounting principles and application to business situations
- Proficient knowledge of Microsoft Office software (Word, Excel, Outlook)
- Proficient knowledge of accounting principles and procedures
- Accuracy and integrity
- Good problem solving skills and process improvement
- Key citizen and internal customer service responsibilities
- Strong interpersonal and written communication skills
- Ability to form effective working relationships with staff, public, and other agencies
- Ability to learn roles and responsibilities that are outside the scope of their core work

# Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Police Officer (Certified)

Commission Action: 1/31/2024

Submitted by:

## Description

## Background/Discussion

## Recommendation

### **ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Police Officer (Certified) Eligibility List</a>	Eligibility List	1/29/2024

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**January 31, 2024**

**TO:** Civil Service Commission

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

**SUBJECT:** Police Officer - Certified

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Background

The application process for Police Officer, in which the candidates are currently certified through the Iowa Law Enforcement Academy (ILEA) or a law enforcement agency accepted by the Iowa Law Enforcement Academy (ILEA), has been conducted and an eligibility list prepared for the Commission's consideration. There were 6 candidates.

Recommendation

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

1. Cameron Ward
2. Noah Meyer

Expires: January 31, 2026