



CIVIL SERVICE COMMISSION

October 26, 2022

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. October 12, 2022
- 4. APPROVE TESTING PROCEDURES**
 - A. Accountant II
 - B. Payroll & Benefits Specialist
- 5. CERTIFY ELIGIBILITY LIST**
 - A. Fire Engineer
 - B. Utility Worker II
- 6. OTHER BUSINESS**
 - A. Schedule Appeal Hearing regarding Michael Morse
 - B. Additional Meeting in November
- 7. ADJOURNMENT**

Disclaimer:

If you require special assistance, please contact the City Clerk's Office at 712-890-5261 at least 24 hours prior to the meeting.



CIVIL SERVICE COMMISSION

October 12, 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 8:02 am.

Commissioners present: Carol wood

Commissioners present via telephone: Jeffrey Nelseon

Commissioner absent: Kate Cutler.

Staff present: Jodi Quakenbush, Cori Shaw and Graham Jura.

APPROVE AGENDA

Carol Wood and Jeff Nelson moved and seconded approval of October 12, 2022 Agenda. Unanimous, 2-0 vote. (Absent: Cutler)

APPROVE MINUTES FROM PRIOR MEETING(S)

September 30, 2022

Jeff Nelson and Carol Wood moved and seconded approval of September 30, 2022 minutes. Unanimous, 2-0 vote. (Absent: Cutler)

APPROVE TESTING PROCEDURES

Equipment Mechanic

Jeff Nelson and Carol Wood moved and seconded approval of testing procedures for Equipment Mechanic. Unanimous, 2-0 vote. (Absent: Cutler)

Plant Operator

Jeff Nelson and Carol Wood moved and seconded approval of testing procedures for Plant Operator. Unanimous, 2-0 vote. (Absent: Cutler)

Records Technician

Carol Wood and Jeff Nelson moved and seconded approval of testing procedures for Records Technician. Unanimous, 2-0 vote. (Absent: Cutler)

ADJOURNMENT

Jeff Nelson and Carol Wood moved and seconded approval of Motion to adjourn. Unanimous, 2-0 vote. (Absent: Cutler)

Disclaimer:

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CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

October 26, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter - Human Resources
SUBJECT: Accountant II

Background

The Acting 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 three appointed by the Human Resources Department. (Passing score of 70%).



City of Council Bluffs

Job Description

Accountant II

Department: Finance

Supervisor: Sr. Accounting Manager/Accounting Manager

Location: City Hall

FLSA Status: Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: October 2022

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)
- 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
- Ability to learn roles and responsibilities that are outside the scope of their core work

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

October 26, 2022

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Payroll & Benefits Specialist

Background

The Director of Human Resources is requesting that the Commission approve procedures for establishing a Payroll & Benefits Specialist 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. Phone Interview:
Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the phone interview. The candidates' qualifications will be outlined on their application to include their application supplement. The top qualifying candidates will participate in the phone interview that will be administered by the Human Resources Department. The phone interview will screen out the most qualified candidates to move onto the oral interview. (Passing Score: Pass/Fail)
4. Oral Interview:
Candidates who pass the phone interview shall participate in the oral interview that will be administered by the Human Resources Department. The oral interview shall be conducted by a panel of three appointed by the Human Resources Department (Passing score of 70%).



City of Council Bluffs

Job Description

Payroll & Benefits Specialist

Department: Human Resources

Supervisor: Payroll Manager

Location: City Hall

FLSA Status: Non-exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: October 2022

Union: Non-Union

Pay Grade: 14

Summary: The employee of this class is responsible for assisting with the completion of professional payroll and benefit tasks in the City's Human Resources Department.

Essential Duties and Responsibilities:

- Performs administrative and office duties:
 - Advises supervisors and employees on routine wage and benefit information; personnel policies and procedures; and application of labor contract provision
- Assists with the preparation of payroll and related reporting activity
 - Assistance with manual calculations for the City's bi-weekly payroll
 - Performs complete payroll process for the City's bi-weekly payroll at least one time quarterly and as needed
 - Assists with payroll updates including new hires, terminations, and promotions in an accurate and timely manner
 - Assists with the development and maintenance of current payroll processes that lead to best practices
 - Ensures coordination of payroll information and records are maintained and in compliance with statutory requirements
 - Assists with preparation of quarterly and year end payroll activity, including but not limited to form 941, W-2, and pension reporting
 - Assists with internal and external audit requests including but not limited to, providing reconciliations, payroll records, and additional requested documentation
 - Manages I-9 Form processes and procedures
- Keeps records; organizes and maintains files; and compiles information and statistics:
 - Maintains records of educational incentive benefits
 - Maintains records for Consolidated Omnibus Budget Reconciliation Act (COBRA) and retiree insurance

- Maintains records and is responsible for all Affordable Care Act (ACA) filings.
- Maintains records and processes billings for group health, dental, optical, life, and disability insurance programs
- Assists with the administration of the City's perfect attendance policy and awards the benefit as appropriate
- Reviews benefits changes and enrollment forms for accuracy and coordinates changes with third-party administrator
- Administers employee benefits programs and enrollment:
 - Orients new employees on benefits programs
 - Answers benefits questions posed by applicants and employees
 - Assists current employees regarding benefits claim issues and plan changes
 - Administers annual open enrollment
 - Processes new enrollments, open enrollment changes, life event changes, and terminations in compliance with state and federal regulations
 - Reviews enrollment forms for accuracy and coordinates enrollment with third-party administrator
 - Oversees correct charging of insurance premiums for employee and City-share
- Administers the City's leave of absence programs:
 - Coordinates employee leaves including FMLA and work accommodation requests
 - Analyzes FMLA requests and certifications to determine eligibility and compliance with state and federal regulations
 - Acts as a liaison between employees on leave and their supervisors
 - Works closely with employees to ensure that all relevant completed medical documentation is submitted for timely review
 - Coordinates all aspects of return to work for employees on leave including scheduling and reviewing results of physical examinations
 - Maintains a high degree of confidentiality in handling sensitive employee information
- Participates in unemployment activities
 - Processes unemployment insurance responses and represents the City during unemployment hearings
- Participates in Wellness Committee meetings and activities
- Establishes effective working relationships with public and staff
- 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, Finance, Business, or related field

- A minimum of three (3) years' experience performing responsible payroll and benefit duties
- Experience in Public Sector payroll, preferred
- Knowledge of employee benefits and applicable laws
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Fundamental Payroll Certification from the American Payroll Association, preferred

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:

- Knowledge of general office procedures
- Demonstrated proficiency in use of Microsoft Office products (Word, Excel, Outlook, etc.)
- Ability to communicate effectively both orally and in writing with applicants and staff
- Ability to maintain effective interpersonal relationships with public and others
- Demonstrated excellent organizational skills
- Knowledge of payroll procedures, reconciliations, reporting, and internal control techniques related to the payroll processing cycle
- Knowledge of requirements, rules and regulations related to payroll processing and reporting at all levels (federal, state, and local) and in all timeframes (payroll period, monthly, quarterly and annually)
- Ability to analyze data and strong attention to detail
- Skill in arithmetic, computation, and reasoning
- Ability to compose and edit documents including knowledge of spelling, office vocabulary, and grammar
- Demonstrated ability to maintain confidential information
- Ability to perform general work assignments with minimum supervision
- Ability to learn roles and responsibilities that are outside the scope of their core work.

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

October 26, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Fire Engineer

Background

The application process for Fire Engineer has been conducted and an eligibility list prepared for the Commission's consideration. There were 21 candidates.

Recommendation

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

1. Travis Hatcher
2. Jeremy Dankiw
3. Kyle Kronberg
4. Kody Liermann
5. Mike Haase
6. James Clark
7. Adam Dennis
8. James Gilbert
9. Dylan Rockwell
10. Matt Krzycki

Expires: October 26, 2025

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

October 26, 2022

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Utility Worker II

Background

The application process for Utility Worker II has been conducted and an eligibility list prepared for the Commission's consideration. There were 11 candidates.

Recommendation

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

1. Alexander Petersen
2. Raistlin Rodenburg

Expires: October 26, 2024