



CIVIL SERVICE COMMISSION

December 27, 2023

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. December 6, 2023
- 4. APPROVE TESTING PROCEDURES**
 - A. Scale Operator
 - B. Building Maintenance Worker I
 - C. Property Management Specialist
 - D. Code Compliance Officer
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

Disclaimer:

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



CIVIL SERVICE COMMISSION

December 6, 2023

8:00 AM

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

MINUTES

CALL TO ORDER

Commissioner Jeff Nelson called the meeting to order at 8:00 am on Wednesday December 6, 2023.

Commissioners present: Jeff Nelson and Kate Cutler.

Commissioner absent: Carol Wood

Staff present: Cori Shaw, Jodi Quakenbush, Amanda Kopera, Stacie Jensen, Graham Jura, Matt Davis and Greg Schultz.

APPROVE AGENDA

Kate Cutler and Jeff Nelson moved and seconded approval of December 6, 2023 Agenda. Unanimous, 2-0 vote.

(Absent: Wood)

APPROVE MINUTES FROM PRIOR MEETING(S)

October 24, 2023

Kate Cutler and Jeff Nelson moved and seconded approval of October 26, 2023 Minutes. Unanimous, 2-0 vote.

(Absent: Wood)

APPROVE TESTING PROCEDURES

Utility Worker II

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Utility Worker II. Unanimous, 2-0 vote. (Absent: Wood)

CERTIFY ELIGIBILITY LIST

Facilities Maintenance Supervisor

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the eligibility list for Facilities Maintenance Supervisor. Unanimous, 2-0 vote.

(Absent: Wood)

Police Officer (Non-Certified)

Kate Cutler and Jeff Nelson moved and seconded approval of certifying the eligibility list for Police Officer (Non-Certified). Unanimous, 2-0 vote. (Absent: Wood)

Payroll & Benefits Specialist

Jeff Nelson and Kate Cutler moved and seconded approval of certifying the eligibility list for Payroll and Benefits Specialist. Unanimous, 2-0 vote. (Absent: Wood)

OTHER BUSINESS

Probing Questions from Application

Jeff Nelson and Kate Cutler moved and seconded approval of Motion to allow follow up questions to the application process. Unanimous, 2-0 vote. (Absent: Wood)

ADJOURNMENT

Kate Cutler and Jeff Nelson moved and seconded approval of Motion to adjourn at 8:23 am. Unanimous, 2-0 vote. (Absent: Wood)

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.

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 27, 2023

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Scale Operator

Background

The Director of Public Works is requesting a list be established for the position of Scale Operator.

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 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 all received applications. Based on the candidates' qualifications outlined on their application, the top candidates 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 65%). To be placed on the eligibility list, candidates must receive a passing score on the oral interview.



City of Council Bluffs

Job Description

Scale Operator

Department: Public Works
Supervisor: Recycling Center Supervisor
Location: Recycling Center
FLSA Status: Non-exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: March 2023
Civil Service Status: Civil Service
Union: CWA
Pay Grade: 5

Summary: An employee in this class is responsible for operating the vehicle scale; generating appropriate documentation about materials received and disseminated; vehicle and material identification; cashier duties; and record keeping for solid waste related operations.

Essential Duties and Responsibilities:

- Oversees scale operations to ensure compliance of procedures
- Greets and assists customers
- Inspects loads for hazardous and unacceptable wastes
- Weighs commercial and private vehicles entering and exiting the Recycling Center by operating inbound and outbound computerized truck scales to track wastes being disposed or recycled
- Generates scale ticket for customer
- Determines specific information about each load then directs customers to appropriate disposal or recycling areas
- Collects fees by processing cash, credit, debit, charge, and check transactions
- Provides information and responds to inquiries or complaints from the public, co-workers, and other departments in person, by phone, by two-way radio, over an intercom, or by email
- Checks daily scale transactions and tracking information for accuracy
- Prepares and maintains tonnage, commodity, sales tax, and other reports specific to the department
- Coordinates with Solid Waste Management Supervisor to ensure correct computer and scale system operation and accounting practices
- Performs a variety of duties including revision or addition of information in the scale computer system and updating files
- Completes housekeeping and other maintenance duties as assigned
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

May assist with directing seasonal employees on assorted job duties.

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)
- Experience or training in general clerical work, data entry, personal computer operation, handling cash transactions, and customer service
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- Valid Driver's License
- Ability to satisfactorily complete OSHA 24-hour HAZWOPER training within first 12 months of employment.

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 fifty (50) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Distance and close vision and depth perception are required with the ability to adjust focus. The work environment is an industrial setting, subject to high noise levels and frequent interruptions.
- Must have the ability to work both in and out of doors, in all weather conditions, in dusty environments, and in moderate traffic.

Other Skills and Abilities:

- Good judgment and exceptional customer service skills utilizing discretion in providing information to internal and external customers in a tactful and courteous manner
- Good knowledge of modern office practices and procedures
- Ability to utilize personal computer to generate spreadsheets and enter data
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to communicate tactfully and courteously with members of the public and other City employees
- Requires ability to work efficiently in an atmosphere with frequent interruptions and to remain calm and controlled during stressful situations

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 27, 2023

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter
SUBJECT: Building Maintenance Worker I

Background

The Director of Public Works is requesting that the Commission approve procedures for establishing a Building Maintenance Worker 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 top eight (8) 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 65%).



City of Council Bluffs

Job Description

Building Maintenance Worker I

Department: Public Works
Supervisor: Facilities Maintenance Supervisor
Location: Operations
FLSA Status: Non-exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: December 2024
Civil Service Status: Civil Service
Union: AFSCME
Pay Grade: 20

Summary: An employee in this class performs a variety of skilled tasks in the maintenance of City buildings, grounds, and equipment.

Essential Duties and Responsibilities:

- Performs carpentry, plumbing, electrical, masonry, and mechanical work on new construction and maintenance and repair work on existing buildings, facilities, and equipment
- Installs, maintains, and repairs air conditioning, heating, and ventilation systems
- Installs, maintains, and repairs exterior surfaces of buildings as well as interior walls, floors, ceilings, and furniture
- Operates power, hand tools, and test equipment
- Performs grounds maintenance including operation of snow removal equipment
- 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)
- Completion of a technical degree or certificate program in a related craft with three (3) years' responsible work experience in all trades associate with building maintenance
- Extensive building maintenance experience may be considered in lieu of a technical degree
- 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

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 fifty (50) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Must have the ability 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 moderate traffic.

Other Skills and Abilities:

- Ability to perform skilled carpentry, painting, masonry, plumbing, mechanical, and electrical work
- Ability to perform work in a logical, orderly, and skillful manner
- Ability to accurately read and interpret blueprints, sketches, written instructions, manufacturer's instruction manuals, procedures, and detailed specifications
- Ability to perform work using appropriate equipment, tools, materials, and skills
- Proper knowledge of safe and efficient use of tools and equipment
- Adaptability to changes in equipment, assignments, procedures, and methods
- Ability to perform high level of workmanship
- Ability to work effectively with staff
- Willingness to accept work assignments that require additional training to perform
- Experience working with air handlers, roof top units, and split systems (commercial HVAC)
- Understanding of basic electrical knowledge and use of electrical test equipment to diagnose problems
- Basic understanding of building automation systems and how they work
- Ability to work alone on projects and tasks
- Proficiency with using a computer

City of Council Bluffs, Iowa

INTER-OFFICE MEMO

December 27, 2023

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Property Management Specialist

Background

The Chief of Police is requesting that the Commission approve procedures for establishing a Property Management 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. We will accept the first 100 applications.
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 eight (8) 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 65%).
4. Certification of Eligibility List:
Candidates who pass the oral interview will be placed on the eligibility list for this position.
5. Conditions of Employment:
The candidate selected for this position will be sent the Personal History Questionnaire (PHQ) to be completed by a determined deadline. If this candidate fails to return the PHQ by the outlined deadline, they will be removed from consideration for this position and a different candidate from the eligibility list will be contacted.

The PHQ will then be used by the Police Department to complete a background investigation. The background investigation 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.

If the candidate is not eliminated by the investigatory process of the background check, they will be asked to take a polygraph exam conducted by the Police Department's examiner. This 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 Questionnaire, 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 if the candidate meets the contingencies of being hired which include a pre-employment physical and drug screen.



City of Council Bluffs

Job Description

Property Management Specialist

Department: Police

Supervisor: Police Services Manager – Identification & Property Units

Location: Police Station

FLSA Status: Non-Exempt

Prepared By: Cori Shaw, Recruiter

Prepared Date: December 2023

Civil Service Status: Civil Service

Union: CWA

Pay Grade: 14

Summary: An employee in this class is responsible for the day-to-day operation of evidence processing at the Council Bluffs Police Department, including; receiving; storing; securing; taking inventory on; releasing; upholding the chain of custody on; and maintaining accurate records of all found, recovered, seized, and evidentiary property in the custody of the Department. The employee will handle items such as firearms, drugs, hazardous materials, blood stained clothing, and money. An employee in this classification works under the supervision of the CSI/Police Services Manager.

Essential Duties and Responsibilities:

- Receives, records, and preserves all material of evidentiary value
- Keeps Property Room secure and maintains an organized, neat, and orderly property facility
- Receives, records, and maintains chain of custody of all property in the records management system
- Ensures evidence is properly packaged and logged by submitting officer/civilian
- Prepares items of evidence for storage and stores them in designated locations according to storage preservation requirements
- Destroys or disposes of property appropriately per department policy
- Applies for Court orders for evidence destruction and adheres to said orders
- Prepares items for auction
- Packages and sends evidence to other laboratories
- Receives and promptly responds to citizen inquiries regarding matters of property and evidence
- Compiles monthly statistics and summaries relative to the maintenance of evidence and property
- Participates in inventories and audits of the Property Room

- Testifies in Court regarding chain of custody and handling of evidence
- Makes proper legal notices to individuals through certified mail and newspaper advertisement
- Maintains confidentiality and security of all reports, records, materials, and investigative matters under their care and control
- Makes proper documentation on the release of any property being held in their care and custody using the records management system
- Ensures that prior to the release of any property, an appropriate officer and/or the City or County Attorney's Office has authorized such release
- Maintains regular and predictable attendance in accordance with a schedule established for the position
- 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:

- Graduation from an accredited college or university with completion of an Associate's Degree in Law Enforcement or a related field
- A minimum of two (2) years' experience working with a law enforcement agency
- A minimum of two (2) years' experience in a responsible clerical work position involving organization and maintenance of records
- 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 the Certified Property and Evidence Specialist Certification within one (1) year of hire, absent any unforeseen circumstances that may prevent obtaining certification within that time frame.
- Must be available to attend ongoing training, which may be held out of town and require occasional overnight stays.

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 fifty (50) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.

- The employee must be able to continuously lift and work with up to ten (10) pounds.
- Work is performed primarily indoors in a storeroom setting. A person in this position is frequently exposed to unpleasant odors and biohazard items.

Other Skills and Abilities:

- Knowledge of and ability to operate a computer or other technology using standard or customized computers or systems software applications appropriate to the assigned tasks
- Ability to learn and adapt to advances in computer and electronics device technology and software
- Knowledge of computer inventory systems, storage, and other procedures relating to the operation of the evidence/property unit
- Knowledge of the methods of securing evidentiary items and the proper procedures of the handling of items of evidence for use in court proceedings
- Knowledge of the legal chain of custody relating to evidence
- Considerable knowledge of research processes for property ownership records
- Ability to organize and maintain an efficient inventory
- Knowledge of safety procedures involved in the processing and storage of evidentiary items. Ability to multi-task and prioritize tasks with accuracy and speed under the pressure of time-sensitive deadlines
- Ability to establish and maintain effective working relationships with coworkers, police officers, administrators, and the general public, occasionally involving adversarial or stressful interactions
- Ability to prepare and maintain clear, concise, and accurate reports
- Ability to maintain confidential records
- Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division
- Ability to learn and apply department rules and procedures pertaining to property management

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 27, 2023

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter
SUBJECT: Code Compliance Officer

Background

The Director of Community Development is requesting that the Commission approve procedures for establishing a Code Compliance Officer 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 eight (8) 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 65%).



City of Council Bluffs

Job Description

Code Compliance Officer

Department: Community Development
Supervisor: Planning and Code Enforcement Manager
Location: City Hall
FLSA Status: Non-Exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: December 2023
Civil Service Status: Civil Service
Union: CWA
Pay Grade: 20

Summary: An employee in this class is responsible for conducting investigations related compliance with the City Code of Ordinances pertaining to a wide variety of areas in the field of health, safety, and welfare.

Essential Duties and Responsibilities:

- Conducts a variety of investigations to ensure compliance with Federal, State, and local health laws.
 - Examines public and private facilities for potential health hazards or problems;
 - Investigates complaints of unsanitary conditions;
 - Conducts investigations;
 - Examines sanitation and code compliance of property/premises;
 - Investigates complaints and reports of nuisances such as insects, junk vehicles, solid waste, and weeds/tall grass.
- Schedules and conducts special investigations, monitoring and sampling to determine violations of applicable laws or rules and insures follow-up and strict compliance as indicated.
 - Monitors noise pollution
- Enforces all public health/nuisance laws and rules of the Municipal Code and insures rapid follow-up and strict compliance.
 - Conducts complete, thorough, impartial investigations;
 - Issues complete written notices;
 - Insures prompt follow-up;
 - Issues citations;
 - Initiates other legal actions;
 - Testifies in court or at other legal or quasi-legal proceedings.

- Enforces zoning and other development regulations:
 - Investigates and responds to complaints relating to code violations;
 - Inspects signs and billboards for compliance with pertinent regulations;
 - Identifies and corrects zoning and development standards violations;
 - Prepares and submits reports, letters of violation, and general correspondence;
 - Issues municipal citations and testifies in Court for code violations;
 - Coordinates with other City code enforcement personnel and actions;
- Maintains complete written records or other documentation of all actions.
 - Maintains records of all investigations conducted;
 - Maintains records of all sample tests conducted;
 - Maintains a record of recommended changes;
 - Insures records are detailed, accurate and easily understood;
 - Takes photographs as needed.
- Maintains proper relations with the public and people in the health field.
 - Consults with state and other public health officials, physicians, lawyers, and the general public on matters of public health;
 - Recommends changes in laws or policies;
- 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:

- Bachelor’s Degree in a natural science area or related field
- One (1) year of experience
- 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

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 fifty (50) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) 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, and in a wide variety of dwelling environments.
- Ability to climb ladders, access crawl spaces, and physically maneuver through obstacles at inspection sites

Other Skills and Abilities:

- Considerable knowledge of State and City sanitary laws, rules and regulations and their underlying principles
- Considerable knowledge of the principles of sanitation as applied to other public health areas such as nuisance vector control
- Considerable knowledge of the philosophy and principles underlying modern environmental sanitation programs
- Considerable knowledge of the principles of natural and physical sciences applicable to public health sanitation, waste treatment and disposal systems, and the transmission of diseases associated with public health problems
- Ability to collect, compile and interpret data
- Ability to work independently
- Ability to be tactful yet firm in enforcing compliance with laws and ordinances