



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.

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

October 24, 2023

Commission Action: 12/6/2023

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

| Description | Type | Upload Date |
|--|---------|-------------|
| October 24, 2023 - Meeting Minutes | Minutes | 12/4/2023 |



CIVIL SERVICE COMMISSION

October 24, 2023

8:00 AM

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

MINUTES

CALL TO ORDER

Carol Wood called the meeting to order at 8:10 a.m.

Commissioners present: Carol Wood and Kate Cutler

Commissioner absent: Jeff Nelson

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

APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of October 24, 2023 meeting agenda. Unanimous, 2-0 vote. (Absent: Nelson)

APPROVE MINUTES FROM PRIOR MEETING(S)

September 27, 2023

Kate Cutler and Carol Wood moved and seconded approval of September 27, 2023 meeting minutes. Unanimous, 2-0 vote. (Absent: Nelson)

CERTIFY ELIGIBILITY LIST

Police Sergeant

Carol Wood and Kate Cutler moved and seconded approval of certifying the Eligibility List for Police Sergeant. Unanimous, 2-0 vote. (Absent: Nelson)

Police Lieutenant

Kate Cutler and Carol Wood moved and seconded approval of certifying the Eligibility List for Police Lieutenant. Unanimous, 2-0 vote. (Absent: Nelson)

Utility Worker II

Carol Wood and Kate Cutler moved and seconded approval of certifying the Eligibility List for Utility Worker II. Unanimous, 2-0 vote. (Absent: Nelson)

Plant Utility Worker

Kate Cutler and Carol Wood moved and seconded approval of certifying the Eligibility List for Plant Utility Worker II. Unanimous, 2-0 vote. (Absent: Nelson)

APPROVE TESTING PROCEDURES

Police Officer (Non-Certified)

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Police Officer (Non-Certified). Unanimous, 2-0 vote. (Absent: Nelson)

Police Officer (Certified)

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Police Officer (Certified). Unanimous, 2-0 vote. (Absent: Nelson)

Facilities Maintenance Supervisor

Kate Cutler and Carol Wood moved and seconded approval of testing procedures for Facilities Maintenance Supervisor. Unanimous, 2-0 vote. (Absent: Nelson)

ADJOURNMENT

Kate Cutler and Carol Wood moved and seconded approval of Adjourn at 8:26 am. Unanimous, 2-0 vote. (Absent: Nelson)

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Utility Worker II

Commission Action: 12/6/2023

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

| Description | Type | Upload Date |
|---|--------------------|-------------|
| Utility Worker II - Procedures | Testing Procedures | 12/4/2023 |
| Utility Worker II - Job Description | Job Description | 12/4/2023 |

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 6, 2023

TO: Civil Service Commission
FROM: Cori Shaw, Recruiter – Human Resources
SUBJECT: Utility Worker II

Background

The Director of Public Works is requesting that the Commission approve procedures for establishing a Utility Worker 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. **Driving Exam and Oral Interview**

Management staff, identified by the Human Resources Department, will review the candidates' applications to select candidates qualified for the driving exam (Cut off score: 70%) and oral interview (Cut off score: 65%). The candidates' qualifications will be outlined on their application to include their application supplement. The driving exam and oral interview will take place on the same date. Management staff, identified by the Human Resources Department, will administer the driving exam which includes a pre-inspection walk around. A panel of no less than three but no more than five appointed by the Human Resources Department will administer the oral interviews.

The final ranking of candidates will be based on their qualifications, driving exam score, and oral interview score.



City of Council Bluffs

Job Description

Utility Worker II

Department: Public Works
Supervisor: Street & Sewer Supervisor
Location: Operations Building
FLSA Status: Non-Exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: April 2023
Civil Service Status: Civil Service
Union: AFSCME
Pay Grade: 15

Summary:

Performs a variety of manual tasks in connection with street and sewer repair/rehab, operates one or more types of automotive equipment, and performs a variety of general labor and maintenance tasks.

Essential Duties and Responsibilities:

Streets:

- Caulks joints with cement, cork-tight and rubber gaskets, etc.
- Assists in constructing concrete forms for concrete manholes and spillways, streets, and sidewalk repair
- Tamp fills with a variety of materials
- Breaks bituminous asphalt material to provide an even thickness
- Tamps and finishes bituminous materials
- Paves holes in streets with hot asphalt
- Applies proper heat and pressure to obtain a smooth, resistant surface
- Runs a small roller over asphalt patches
- Spreads and tamps gravel
- Breaks and removes concrete using a pneumatic jack hammer
- Pours and finishes concrete repairs
- Spreads gravel, sand, and other materials used on road tasks
- Assists skilled workers in a variety of construction tasks

Sewers:

- Cleans sewers, using slabs, nozzles, rotating cutters, and other devices

- Flushes sewers with high-pressure hoses
- Digs ditches and trenches
- Lays pipe and new sanitary and storm sewer lines
- Backfills holes around pipe, manholes, and inlets
- Repairs breaks in sewer lines
- Cleans catch basins, gutters, culverts, and other drainage structures

Tools:

- Operates air hammers, pumps, compressors, and similar equipment
- Operates simple pneumatic tools

Automotive or Other Types of Equipment:

- Performs minor servicing and maintenance on assigned equipment
- Occasionally operates light truck carrying tools and equipment and performs related work as required
- Drives a truck engaged in hauling materials, supplies, and debris
- Participates in training and learns to operate a dump truck, including sanding and salting streets, during winter months

General Maintenance:

- Removes snow/ice from streets and sidewalks
- Cuts brush cleared from right-of-way
- Builds, repairs, and maintains fences
- 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)
- One (1) to three (3) months of related experience and/or training
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Upon appointment, must be able to obtain Commercial Learner's Permit (CLP) within 60 days of employment

- Upon appointment, must be able to obtain Class A Commercial Driver's License (CDL) with Tanker Endorsement within twelve (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 ninety (90) 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, in high places, in confined spaces, in dusty environments, in high noise levels, and in heavy traffic.

Other Skills and Abilities:

- Ability to read, write, and follow oral and written instructions
- Ability to wear a respirator and/or SCBA (Self Controlled Breathing Apparatus)
- Ability to work in confined spaces and at considerable heights
- Knowledge of road maintenance work
- Ability to perform heavy lifting and manual work for extended periods while being exposed to dirt and inclement weather
- Aptitude for mechanical work
- Ability to operate pneumatic power tools, mowers, root-cutting machines, and other equipment of comparable difficulty
- Ability to use hand tools such as picks, shovels, saws, hammers, axes, and chisels
- Skill in the operation of tractors, trucks, and other automotive equipment under all types of weather conditions
- Ability to make minor repairs and adjustments to equipment
- Knowledge of traffic rules

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Facilities Maintenance Supervisor

Commission Action: 12/6/2023

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

Type

Upload Date

[Facilities Maintenance Supervisor - Eligibility List](#)

Eligibility List

12/4/2023

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 6, 2023

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Facilities Maintenance Supervisor

Background

The application process for Facilities Maintenance Supervisor has been conducted and an eligibility list prepared for the Commission's consideration. There were 32 candidates.

Recommendation

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

1. Michael Jensen
2. Shawn McKee
3. Dustin Bell
4. Nicholas Carlson

Expires: December 6, 2025

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Police Officer (Non-Certified)

Commission Action: 12/6/2023

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

| Description | Type | Upload Date |
|---|------------------|-------------|
| Police Officer (Non-Certified) - Eligibility List | Eligibility List | 12/4/2023 |

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 6, 2023

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Police Officer

Background

The application process for Police Officer, in which the candidates are not currently certified law enforcement officers, has been conducted and an eligibility list prepared for the Commission's consideration. There were 44 candidates.

Recommendation

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

1. James Louis
2. Paityn Sparr
3. Colton Schaefer

Expires: December 6, 2025

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Payroll & Benefits Specialist

Commission Action: 12/6/2023

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

Type

Upload Date

[Payroll & Benefits Specialist - Eligibility List](#)

Eligibility List

12/4/2023

CITY OF COUNCIL BLUFFS, IOWA

INTER-OFFICE MEMO

December 6, 2023

TO: Civil Service Commission

FROM: Cori Shaw, Recruiter – Human Resources

SUBJECT: Payroll & Benefits Specialist

Background

The application process for Payroll & Benefits Specialist has been conducted and an eligibility list prepared for the Commission's consideration. There were 30 candidates.

Recommendation

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

1. Ashley Nielsen
2. Angela Silva

Expires: December 6, 2024

Civil Service Commission Communication

Department: Human Resources

Case/Project No.:

Probing Questions from Application

Commission Action: 12/6/2023

Submitted by:

Description

Background/Discussion

Recommendation