



**CIVIL SERVICE COMMISSION**

October 30, 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 at 8:00 am on Wednesday October 30, 2024.

Commissioners present: Nelson and Cutler

Commissioners absent: Wood

Staff present: Jodi Quakenbush, Cori Shaw, Michell Houseton, Greg Shultz and Graham Jura.

**APPROVE AGENDA**

Kate Cutler and Jeff Nelson moved and seconded approval of October 30, 2024 meeting agenda. Unanimous, 2-0 vote.

(Absent: Wood)

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

September 25, 2024

Kate Cutler and Jeff Nelson moved and seconded approval of September 25, 2024 meeting minutes. Unanimous, 2-0 vote.

(Absent: Wood)

**APPROVE TESTING PROCEDURES**

Plant Utility Worker

Kate Cutler and Jeff Nelson moved and seconded approval of testing procedures for Plant Utility Worker. Unanimous, 2-0 vote.

(Absent: Wood)

**CERTIFY ELIGIBILITY LIST**

Systems Administrator

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

(Absent: Wood)

Identification Technician I

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

**OTHER BUSINESS**

**ADJOURNMENT**

Jeff Nelson and Kate Cutler moved and seconded approval of Motion to adjourn. 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.:

September 25, 2024

Commission Action: 10/30/2024

Submitted by:

## Description

## Background/Discussion

## Recommendation

### ATTACHMENTS:

Description	Type	Upload Date
<a href="#">9.25.24</a>	Minutes	10/28/2024



## CIVIL SERVICE COMMISSION

September 25, 2024

8:00 AM

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

### MINUTES

#### CALL TO ORDER

Graham Jura called the meeting to order at 8:00 am on Wednesday September 25, 2024.

Commissioners present: Carol Wood and Kate Cutler

Commissioners present via Zoom: Jeff Nelson

Staff Present: Jodi Quakenbush, Cori Shaw, Graham Jura, Michell Houseton, Ron Albers, Greg Schultz, Matt Davis, Brandon Garrett and Matt Cox.

#### APPROVE AGENDA

Kate Cutler and Carol Wood moved and seconded approval of September 25, 2024 Meeting Agenda. Unanimous, 3-0 vote.

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

July 24, 2024 and August 24, 2024

Kate Cutler and Carol Wood moved and seconded approval of Meeting minutes for July 25, 2024 and August 28, 2024, as amended to correct August date. Unanimous, 3-0 vote.

#### CERTIFY ELIGIBILITY LIST

Sr. Systems Analyst

Kate Cutler and Jeff Nelson moved and seconded approval of certifying the Eligibility List for Sr. Systems Analyst. Unanimous, 3-0 vote.

Sr. Systems Administrator

Carol Wood and Kate Cutler moved and seconded approval of certifying the Eligibility List for Sr. Systems Administrator. Unanimous, 3-0 vote.

#### APPROVE TESTING PROCEDURES

Systems Administrator

Carol Wood and Kate Cutler moved and seconded approval of approving the testing procedures for Systems Administrator. Unanimous, 3-0 vote.

Identification Technician I

Kate Cutler and Jeff Nelson moved and seconded approval of approving the testing procedures for Identification technician I. Unanimous, 3-0 vote.

Police Officer

Kate Cutler and Carol Wood moved and seconded approval of approving the testing procedures for Police Officer. Unanimous, 3-0 vote.

### **OTHER BUSINESS**

Changed date of November meeting to November 20, 2024 at 8:00 am to avoid holiday week.

### **ADJOURNMENT**

8:29 am

Kate Cutler and Jeff Nelson moved and seconded approval of Adjourn. 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.:

Plant Utility Worker

Commission Action: 10/30/2024

Submitted by:

## Description

## Background/Discussion

## Recommendation

### ATTACHMENTS:

Description

Type

Upload Date

[Civil Service Procedures - PUW](#)

Testing Procedures

10/28/2024

[JD - PUW](#)

Job Description

10/28/2024

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 30, 2024**

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

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**Background**

The Director of the Public Works is requesting a list be established for the position of Plant Utility 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 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

### **Plant Utility Worker**

**Job Title:** Plant Utility Worker  
**Department:** Public Works  
**Supervisor:** Plant Operations Supervisor  
**Location:** Water Pollution Control Plant  
**FLSA Status:** Non-Exempt  
**Prepared By:** Cori Shaw, Recruiter  
**Prepared Date:** March 2023  
**Civil Service Status:** Civil Service  
**Union:** AFSCME  
**Pay Grade:** 15

**Summary:** Performs a variety of manual tasks in the maintenance and upkeep of grounds, facilities, and plant equipment. Operates one or more types of equipment. This is an entry level position at the Wastewater Treatment Plant and city-wide pump stations.

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

- Cleans equipment and facilities with high pressure hose
- Performs janitorial duties
- Paints treatment plant facilities and equipment
- Loads and unloads chemicals, pump equipment, and motors
- Operates a variety of hand and power tools
- Operates utility tractors, mowers, and grounds equipment with a variety of attachments to maintain grounds
- Operates snow removal equipment and applies sand and de-icing material to surfaces within the plant
- Assists other plant and pump station employees in all areas including confined spaces
- Performs safety stand-by duties when others are working in confined spaces
- Operates heavy trucks to transport sludge
- 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 GED
- Associate level degree from an accredited college preferably in a field directly related to Waste Water Treatment such as Environmental Science, Microbiology, Civil Engineering, or Industrial Maintenance
- Any combination of education and experience which provides the required knowledge, skills, and abilities

**Certificates, Licenses, Registrations:**

- Must have the ability to obtain a Class B Commercial Driver's License 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 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.
- This work is performed at the Wastewater Treatment Plant to include work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, and in high noise levels.

**Other Skills and Abilities:**

- Willingness and ability to learn the processes involved in the treatment of raw sewage
- Ability to make simple mathematical calculations
- Ability to understand and follow oral and written directions
- Ability to maintain records
- Mechanical aptitude
- Ability to perform required manual labor tasks
- Knowledge of traffic and safety rules
- Skill in the operation of utility tractors, dump trucks, and other automotive and grounds maintenance equipment under all types of weather conditions
- Ability to wear a respirator when required

**Civil Service Commission Communication**

Department: Human Resources

Case/Project No.:

Systems Administrator

Commission Action: 10/30/2024

Submitted by:

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description	Type	Upload Date
<a href="#">Systems Administrator</a>	Eligibility List	10/28/2024

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 30, 2024**

**TO:** Civil Service Commission

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

**SUBJECT:** Systems Administrator

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Background

The application process for Systems Administrator has been conducted and an eligibility list prepared for the Commission's consideration. There was 1 candidate.

Recommendation

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

1. Matt Schmitt

Expires: October 30, 2026

**Civil Service Commission Communication**

Department: Human Resources

Case/Project No.:

Identification Technician I

Commission Action: 10/30/2024

Submitted by:

**Description**

**Background/Discussion**

**Recommendation**

**ATTACHMENTS:**

Description

Type

Upload Date

[Identification Technician I](#)

Eligibility List

10/28/2024

**CITY OF COUNCIL BLUFFS, IOWA**

**INTER-OFFICE MEMO**

**October 30, 2024**

**TO:** Civil Service Commission

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

**SUBJECT:** Identification Technician I

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Background

The application process for Identification Technician I 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. Kyle Klemme
2. Shantel Springer
3. Evita Saucedo
4. Dannielle Easton
5. Morgan Butler

Expires: October 30, 2025