

**CIVIL SERVICE COMMISSION
REGULAR MEETING
September 13, 2016**

On this date was held a regular meeting of the Civil Service Commission at 12:00 p.m. in Room 204, City Hall, 405 Sixth Street, Sioux City, Iowa.

<u>PRESENT</u>	<u>ABSENT</u>	<u>OTHERS</u>
Frank Baron, Chair	Lisa Peterson, Member (excused)	Justin Vondrak, Assistant City Attorney
Cynthia Hanson, Member	Karen Mackey, Human Rights Director (excused)	Theo McElhose, Human Resources Specialist
Sandra Pearson, Member		Chief Young, Police Department
Troy Nelson, Member		Pete Groetken, City Council
		Janelle Bertrand, Human Resources Director
		Mark Simms, Utilities Director
		Rick Mach,

CERTIFY ELIGIBILITY LIST FOR POLICE CAPTAIN (PROMOTION)

A list of four candidates on the Police Captain Eligibility list was certified for two years. Chief Young said that there will be a vacancy in October that will be filled from this list. The testing process included the and Resume Review and the Assessment Center.

CERTIFY ELIGIBILITY LIST FOR SECRETARY (ENTRANCE)

A list of ten candidates on the Secretary Eligibility list was certified for one year.

PERMISSION TO CHANGE UTILITY WORKER TESTING PROCESS FROM WRITTEN EXAM TO RESUME REVIEW AND ORAL EXAMINATION

Commissioner Baron wanted to know why there was a need for the proposed change in this testing process. Mark Simms offered an explanation. Mark explained that the current Written Exam does not give a good measure of what they are looking for; the passing rate is very low. There were discussions about the Oral Exams in general.

Justin explained that the Oral Exam questions should be generated way earlier; there should be checks and balances; questions must be the same and documented ahead of time; there must be a way to evaluate the questions.

The Commission eventually approved the change in the testing process and it was indicated that they might want to review this new process at a later time. In order for the approved Utility Worker testing process to happen timely given the number of open positions today, the Commission also approved for the Human Resources department to partner with the Utilities department to create the Oral Exam questions and then have the Legal department approve the Exam.

Justin suggested a motion to change the Written Exam to Oral Exam and direct the City Attorney to review and approve.

Motion was moved to approve the changes as stated above; Baron – aye; Hanson – aye; Pearson – aye; Nelson – aye.

OTHER BUSINESS:

HUMAN RESOURCES SPECIALIST ORAL EXAM

There are eleven candidates who were selected and will advance to the Oral Exam. The examination will take one day. An email will be going out in the near future to solicit for a Commissioner's presence at this exam.

Discussions were held about the difference between the formation of the Human Resources Specialist and the proposed Utility Worker Oral Exams. The Human Resources Specialist Oral Exam will continue to be conducted the way it was conducted in the past; a Commissioner is always present in the formation of the Oral Exam questions.

Justin confirmed that there is nothing wrong with having processes specific to individual processes.

RESUME REVIEW

Refrigeration Engineer; there are twelve applicants and Auditorium Technician; there are five applicants so far since the application period for both closed yesterday and there could be more to come. An email will be going out soon to solicit for a Commissioner's presence at this Resume Review process.

The meeting was adjourned 12:43 p.m.

Human Resources Specialist

Chairperson