Meeting Minutes
Civil Service Commission

Minutes of the Des Moines Civil Service Commission held in the MacRae Conference Room at the Richard A. Clark Municipal Services Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, Iowa on Tuesday, June 4, 2019 at 1:15 p.m.

Commissioners Present: Linda Carter-Lewis, Chairperson
Marvin Alexander, Member
Mary E. Campos, Member
Theresa Graziano, Member
Joe Henry, Member
Joseph Quinn, Member
Pete Rounds, Member

Members Absent: None

Staff Present: James Wells, Human Resources Director
Heather Redenius, Human Resources Manager
Allison Lambert, Human Resources Analyst
Amanda Haugen, Human Resources Analyst

Others Present: John TeKippe, Fire Chief

Meeting called to order at 1:15 p.m. by Chairperson Linda Carter-Lewis.

I. Approval of Agenda:
Motion to approve the agenda (Henry, Graziano). Motion passed.

II. Approval of Minutes:
A. Meeting minutes of May 21, 2019
   Motion to approve the minutes (Campos, Alexander). Motion passed.

III. Receive and File Notices and Other Communications for Informational Purposes:
A. Revised 2019 Civil Service Commission Meeting Schedule
   Motion to amend the schedule to add Police Officer oral exams on September 23rd and 24th, 2019 (Henry, Graziano). Motion passed.
   Motion to approve the schedule as amended (Quinn, Alexander). Motion passed.

IV. Old Business Action Items:
None
V. **New Business Action Items:**

A. New Civil Service Job Classifications
   
i. Compensation Specialist II
   
   a. Approve new job classification
   b. Approve entrance recruitment status
   c. Reclassify Linda Harris as Compensation Specialist II

   Motion to approve the Compensation Specialist II job classification as presented and approve entrance recruitment status (Quinn, Rounds). Motion passed.

   Motion to reclassify Linda Harris as Compensation Specialist II (Quinn, Alexander). Motion passed.

   ii. Employee Benefits Officer
   
   a. Approve new job classification
   b. Approve entrance recruitment status
   c. Reclassify Lisa Pederson as Employee Benefits Officer

   Motion to approve the Employee Benefits Officer job classification as presented and approve entrance recruitment status (Alexander, Rounds). Motion passed.

   Motion to reclassify Lisa Pederson as Employee Benefits Officer (Alexander, Rounds). Motion passed.

   iii. Human Resources Business Partner
   
   a. Approve new job classification
   b. Approve entrance recruitment status
   c. Reclassify Amanda Haugen and Allison Lambert as Human Resources Business Partner

   Motion to approve the Human Resources Business Partner job classification as presented and approve entrance recruitment status (Campos, Rounds). Motion passed.

   Motion to reclassify Amanda Haugen and Allison Lambert as Human Resources Business Partner (Rounds, Graziano). Motion passed.

   iv. Senior Human Resources Business Partner
   
   a. Approve new job classification
   b. Approve recruitment status
      
      i. Initial recruitment as promotional
      ii. Subsequent recruitments as entrance

   Motion to approve the Senior Human Resources Business Partner job classification as presented and approve promotional recruitment status for the initial recruitment and entrance recruitment status for subsequent recruitments (Quinn, Alexander). Motion passed.
Approval of Examination Reports:
Communications Specialist
Firefighter
Park Planner
Wastewater Operator Specialist

Motion to adjourn (Rounds, Campos). Motion passed. Meeting adjourned at 1:37 p.m. Next meeting is scheduled for Tuesday, June 18, 2019 at 1:15 p.m. in the MacRae Conference Room at the Richard A. Clark Municipal Services Center, 1551 E. Martin Luther King Jr. Parkway, Des Moines, Iowa.

Respectfully Submitted,
Heather Redenius