

## Staff Report

**CIVIL SERVICE – IOWA CODE 400**

January 14, 2014

**BACKGROUND:** The Civil Service Commission of the City of Ames is a special tribunal created under the *Code of Iowa*, Chapter 400, Civil Service. The purpose of the Commission shall be to conduct examinations and hear appeals in accordance with Chapter 400 of the Code. **Civil Service was established for the selection and advancement of employees on basis of knowledge, skills, and ability; to retain and separate employees on the basis of the adequacy of their performance; and to ensure equal employment opportunity. Their rules provide a personnel system that provides a fair balance between managerial needs and employee protections for the effective delivery of public services.** The federal civil service system was created in 1871, with state systems being established subsequently. In the City of Ames, the Human Resources Department holds primary responsibility to ensure the Civil Service Commission Policies and Procedures are followed.

Appointment of the Civil Service Commission: The Mayor, one year after each municipal election, with the approval of the City Council, shall appoint three Civil Service Commissioners, who hold staggered four year terms. Regular business meetings shall be held monthly, and shall be open to the public, except when authorized by law to be closed.

**RECRUITMENT AND SELECTION:** Recruitments at the City of Ames follow Civil Service procedures with respect to posting vacancies, establishing and evaluating qualifications, examinations, establishment of Civil Service lists for certification and selection of regular and temporary appointments. The hiring manager develops a recruitment plan with the guidance of Human Resources, and determines how the recruitment will be conducted in a manner to adhere to Civil Service Policies and Procedures, including what components shall constitute the Civil Service score. Guidelines are also provided for duration of entry level eligibility lists, appointment prior to certification, removal of names from certified lists, decertification, demotion or termination, lateral transfers, voluntary demotions, and abolishment of lists. Entry level lists expire one year after certification. Candidates on promotional lists hold preference for two years. The Civil Service can abolish an entry-level list with three or fewer eligible candidates.

**HEARINGS:** The other primary responsibility of the Civil Service Commission is to hold hearings. The Commission's role with respect to hearings implements the provisions of Chapter 400, *Code of Iowa*; and its rules shall be interpreted in a manner not in conflict with the provisions of the *Code of Iowa*. These hearings occur for various reasons but most often, they occur when an employee takes issue with disciplinary action. The employee may appeal the discipline through all steps of the grievance procedure and may ultimately request a hearing in front of the Civil Service Commission. The hearing itself is much like a court case, typically with the City Attorney or an Assistant City Attorney representing the position of the City, and another attorney representing the employee who filed the grievance. The Commission's decision may be appealed to the District Court per Section 400.27, *Code of Iowa*.

**EMPLOYEES GOVERNED BY CIVIL SERVICE:** The provisions of these rules and regulations shall apply to permanent full-time Police Officers and Firefighters and to all permanent full-time employees except: City Clerk, Chief Deputy City Clerk, Attorneys, City Treasurer, City Assessor, City Auditor, professional engineers licensed in the State of Iowa, City Manager and Assistant City Managers, the head and principal assistant of each department and division including the principal secretary to the City Manager, Mayor, and the principal secretary to each of the department heads.

**ROLE OF THE CITY COUNCIL:** The Commission, within 180 days after the beginning of each competitive examination for original appointment, certifies to the City Council a list of the names of those individuals who qualify with the highest standing as a result of each examination. The City Council is then asked in the Consent Agenda to approve the certified list. Once the certified list is approved, the department head can hire from this list.

**MINUTES OF THE AMES CIVIL SERVICE COMMISSION**

**AMES, IOWA**

**DECEMBER 19, 2013**

The Ames Civil Service Commission met in regular session at 8:15 a.m. on December 19, 2013, in the Council Chambers of City Hall, 515 Clark Avenue. Chair Adams was present. Because it was impractical for Commission Member Shaffer to be present in person, he was brought into the meeting telephonically. Commission Member Crum was absent.

**APPROVAL OF MINUTES:** Moved by Shaffer, seconded by Adams, to approve the minutes of the November 21, 2013, Civil Service Commission meeting as written.

Vote on Motion: 2-0. Motion declared carried unanimously.

**CERTIFICATION OF ENTRY-LEVEL APPLICANTS:** Moved by Shaffer, seconded by Adams, to certify the following individuals to the Ames City Council as entry-level applicants:

Power Plant Auxiliary Operator:	Chad Anderson	86
	Scott Hutzell	83
	Jesse Young	82
	Brian Frame	79
	Scott Martin	79
	Dillon Stradt	77
	Bret Loomeldorff	73
	Boyd Helton	70

Vote on Motion: 2-0. Motion declared carried unanimously.

**COMMENTS:** The next regularly scheduled Civil Service Commission meeting was set for January 23, 2014, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 8:16 a.m.

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Terry Adams, Chair

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Jill Ripperger, Recording Secretary