



Civil Service

Applicability/Exceptions

Civil Service provisions shall apply to full-time police officers and firefighters and to all full-time employees except:

1. The City Clerk, Deputy City Clerk, City Attorney, Assistant Attorney, City Treasurer, Finance Director, Assessor, Auditor, professional or civil engineers, and health officer.
2. The City Manager, Assistant City Manager, administrative assistants to the City Manager, and any department heads except Police and Fire Chiefs who are subject to sections 400.13 and 400.14, Code of Iowa.
3. Secretary to the Mayor, City Manager or department heads.
4. Employees of boards of trustees or commissions established pursuant to state law or city ordinances, including the clerk to the civil service commission.
5. Employees whose positions are funded by state or federal grants or other temporary revenues, except positions which will be maintained for at least one year after expiration of the grants or temporary revenues.

Examinations

Civil Service examinations shall be practical in character and shall relate to matters which fairly test the mental and physical ability of the applicant to discharge the duties of the position to which the applicant seeks appointment. A fair examination shall explore the competence of the applicant in the particular field of examination. (Iowa Code 400.8)

The Human Resources Department may prepare or select the examination, administer the examinations, hire persons with expertise to do so, and/or hire persons with expertise to consult in the preparation of such examination with the approval of the Commission.

Open-competitive examinations may be administered periodically as the needs of the City require and may include a written test, oral test (interview prior to the commission establishing a certified list), performance test, physical agility test, or other selection procedures as deemed appropriate by the Commission.

A candidate's score in any examination shall be the combination of the scores on each competitive part of the examination. In some examinations failure of any part of the examination may be grounds for declaring such candidate as failing the entire examination or as disqualified for subsequent parts of the examination.

Efforts are made to score the examinations as quickly as possible in order to advise applicants of the results in a timely manner. A candidate shall have a right to receive his/her examination results. However, the staff of the Human Resources Department shall restrict access to examination materials to maintain test security.