



**THE CITY COUNCIL OF WATERLOO, IOWA
WORK SESSION TO BE HELD AT
Harold E. Getty Council Chambers
Monday, October 7, 2024
4:40 PM**

RULES FOR WORK SESSION PUBLIC COMMENT

Iowa Code Chapter 21 gives the public the right to attend council meetings, but it does not require cities to allow public participation except during public hearings. The city council shall not receive any public comment during a work session.

Roll Call.

Approval of Agenda, as proposed or amended.

4:40 p.m. Discussion on Civil Service Procedures.

Submitted by: Missy Gearhart, Assistant Human Resources Director

ADJOURNMENT

Kelley Felchle
City Clerk



Civil Service Process update proposal

Dr. Missy Gearhart, Assistant HR
Director



**CITY OF
WATERLOO**

Human Resource

Current Civil Service Practice

- Job opening is taken to the Personnel Requisition committee on the 2nd Thursday of each month for approval
- If approved, moves to the Civil Service meeting for approval of Job Description and hiring process on the 3rd Friday of each month
- If approved, job is posted for 2 to 3 weeks to collect applications
- Then department heads/managers review applications, HR schedules interviews and the selection process begins
- Interviewed candidates are scored to create a list, which must be approved by the Civil Service at their next meeting
- Departments are unable to make job offers until the list is certified and signed by Civil Service members

Updated Chapter 400
rules as of July 1

Senate file 2205 – “A city council may suspend the hiring practices required for the hiring of a civil service employee. Required hiring practices are immediately reinstated when a suspension expires, and a suspension does not relieve a civil service employee from examination and test requirements for a position.”

- The Civil Service process often slows down the hiring process and makes it hard to compete with other employers in the area when we are recruiting for open positions.
- Some municipalities have suspended all civil service positions, high turnover positions, select departments or even select positions, it varies city by city, county to county

Positions to be impacted

- We would like the council to consider suspending Civil Service processes for Critical employees as defined in the City of Waterloo Employee Handbook section 5:11 – all ranks of sworn police officers, engineering and sanitation staff involved in flood control, all Street department personnel except clerical staff, Forestry personnel, Airport maintenance workers, Garage mechanics, Waste management staff including – waste management techs, treatment operations foreman, sewer maintenance workers, collections systems foreman, maintenance mechanics, maintenance foreman, instrumentation control techs and foreman, traffic personnel minus clerical staff, and IT personnel.

Why suspend the process?

- Other municipal HR departments are seeing a 4 to 6 week faster hiring processes when suspending the process.
- Civil Service has great intentions, but it is outdated and needs to be revised to fit today's labor market, we hope this revision is the first step in the process to revising the Chapter

june 2024

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august 2024

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july 2024

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september 2024

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september 2024

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Proposed Civil Service Practice

- Job opening is taken to the Personnel Requisition committee on the 2nd Thursday of each month for approval
- If approved, job is posted for 2 to 3 weeks to collect applications
- Then department heads/managers review applications, HR schedules interviews and the selection process begins
- Interviewed candidates are scored to create a list
- Departments make job offers

Moving Forward...

- The proposed process was reviewed by the City's employment law firm
- The HR department would keep in communication with the Civil Service commission, the employees the City hires are still entitled to Civil Service law protections
- The vote of the City Council to suspend the process, is only for a 12-month period and would have to be reviewed and voted on every 12 months for it to continue.

Questions?

