


# COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	<b>24-308</b>	Meeting:	<b>August 5, 2024</b>
	Agenda Item:	<b>29</b>	Roll Call:	<b>24-1079</b>
	Submitted by:	<b>James R. Wells, Human Resources Director</b>		

## AGENDA HEADING:

Approving suspension of civil service hiring practices for positions designated as Entrance Recruitment Status for the period August 5, 2024, through August 4, 2025.

## SYNOPSIS:

Effective July 1, 2024, Senate File 2205, authorizes the City Council to suspend the Civil Service Commission hiring practices for positions designated as Entrance. Entrance indicates a position that can be filled by internal or external applicants, versus Promotional positions that can only be filled by current City of Des Moines civil service employees.

## FISCAL IMPACT: NONE

## ADDITIONAL INFORMATION:

- The City of Des Moines Civil Service Commission (Commission) has oversight of a position classification system for all regular full-time positions not otherwise exempted by Iowa Code Section 400.6, such exemptions include but are not limited to the City Manager, City Clerk, City Attorney, and Department Directors. As part of that oversight, the Commission may approve new and amended job classifications for all civil service jobs. They also serve as a quasi-judicial appeal board for employees who are contesting their suspension, demotion or termination.
- The Human Resources Department works on behalf of the Commission to recruit Entrance and Promotional positions and compile a list of candidates for certification. Entrance lists are limited to the top scoring 40 candidates, while Promotional lists are limited to the top scoring 10 candidates. Entrance lists are active for one (1)-year from date of certification. Promotional lists are active for two (2)-years from date of certification, except for Promotional sworn Fire lists, which are active for three (3)-years. An Active list means that hiring departments must hire candidates from the certified lists until the list is exhausted or expires.
- The Commission conducts oral exams (interviews) with all candidates for sworn public safety positions, from Firefighter to Fire Chief and Police Officer to Police Chief. Oral exams, which are conducted at the discretion of the Commission currently are not conducted for non-sworn/civilian positions.

- Attached hereto is a list of civil service positions designated as Entrance recruitment status. Staff requests City Council approval to suspend Commission involvement in recruiting for those vacancies that occur in these positions and other entrance positions that are created during the period from August 5, 2024, to August 4, 2025. This will allow the City to compete for top talent more adeptly.
- This action does not preclude Commission involvement in Promotional recruitments, the review and approval of new job classifications, or their role in employee disciplinary appeals.
- Senate File 2205 authorizes the City Council to renew or cancel this suspension prior to its expiration, which is 12 months from City Council approval. Prior to a request to renew or cancel, staff will provide information on the impact this change has had on talent acquisition.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

City Council action to renew or cancel the suspension of Commission practices for Entrance recruitments.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
5371	Accountant
X5375	Accounting Manager
5325	Accounting Specialist I
5771	Acquisition and Relocation Specialist
1135	Administrative Aide
X1137	Administrative Analyst
S1952	Administrative Assistant
X472	Affordable Housing Programs Manager
3655	Air-Conditioning Mechanic
5780	Appraisal and Acquisition Specialist
3985	Arborist
6900	Architectural Technician
5343	Assessment Clerk
X4530	Assistant City Architect
4932	Assistant Land Surveyor
4515	Assistant Planner
S5748	Assistant Police Property Manager
X1139	Assistant to the City Manager
X5384	Budget Analyst
X5386	Budget Analyst II
4148	Building Combination Inspector
3657	Building Equipment Operator
6715	Building Inspector
5341	Business Analyst
5795	Buyer
4912	CAD Graphic Technician
5320	Cashier
X3565	Cemetery Operations Supervisor
X4783	Chief Design Engineer
X115	Chief Equity Officer
X4529	City Architect
X3317	City Forester
6780	City Property Technician
S600	Civil and Human Rights Administrative Assistant
X4781	Civil Engineer I
X4782	Civil Engineer II
X4785	Civil Engineer III
X950	Civil Rights Compliance Officer
X1584	Claims Adjuster
1381	Clerk
1951	Clerk Typist
5332	Client Server Application Developer
6755	Combination Inspector
X1123	Communications Manager
X9750	Communications Section Administrator
1125	Communications Specialist I

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
8882	Community Investment Analyst
4029	Community Relations Specialist
S2012	Compensation Specialist I
X314	Compensation Specialist II
E604	Comptroller
1736	Computer Work Station Operator
X4997	Construction Inspections Supervisor
X525	Construction Manager
5743	Courier
X806	Crime Analysis Administrator
9738	Crime Scene Investigator
1959	Customer Service Representative
1728	Data Entry Operator
4196	Department Application Specialist
5363	Departmental Systems Coordinator
5367	Departmental User Support Technician
X6710	Deputy Building Official
X1116	Deputy City Clerk
X5396	Deputy Comptroller
X471	Deputy Planning Administrator
X3510	Deputy Senior Park Planner
4002	Development Services Administrative Coordinator
4003	Development Services Technician
6740	Development Zoning Inspector
X121	Digital Communications Manager
3207	Digital Records Specialist
1380	Economic Development Assistant
X8859	Economic Development Coordinator
X707	Economic Development Project Manager
4147	Electrical Combination Inspector
6731	Electrical Inspector
3360	Electrical Maintenance Chief
3885	Electrician
3887	Electrician - Instrument Tech
4343	Electronic Flow Meter Technician
4349	Electronic Technician
4344	Emergency Equipment Technician
X4745	Emergency Radio Communications and Equipment Supervisor
X311	Employee Benefits Officer
X2005	Employee Development Specialist
X523	Engineering Administrative Manager
5035	Engineering Contracts Administrative Assistant
X524	Engineering Data Supervisor
4965	Engineering Laboratory and Inspection Technician
4955	Engineering Laboratory Operations Technician
4949	Engineering Technician

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
4192	Enterprise Applications Analyst
X113	Enterprise Applications Manager
4189	Enterprise Data Engineer
4188	Enterprise Data Scientist
2343	Environmental Engineering Technician I
4017	Equity Coordinator
4016	Equity Liaison
X5410	ERP Systems Manager
3945	Facilities Administrative Coordinator
X424	Facilities Maintenance Supervisor
X119	Facilities Operations Manager
X118	Facilities Project Manager
1990	False Alarm Coordinator
S8758	Family Self Sufficiency Coordinator
5323	Financial Administration Assistant
E9380	Fire Chief
1405	Fire Department Stores and Inventory Clerk
9352	Fire Equipment Mechanic
9350	Fire Fighter
X9356	Fire Maintenance Superintendent
X4790	Fire Protection Engineer
X749	Fire Protection Engineer II
1965	Fleet Services Administrative Coordinator
3030	Fleet Services Auto Body Person
X3370	Fleet Services Manager
3012	Fleet Services Mechanic
X3300	Fleet Services Operations Manager
1000	Fleet Services Service Coordinator
3020	Fleet Services Service Person
3026	Fleet Services Service Writer
3032	Fleet Services Vehicle and Equipment Coordinator
3014	Fleet Services Welder
X4795	Flood Systems Engineer
5810	GIS Analyst
E5338	GIS Manager
X114	Government Relations Coordinator
4914	Graphic Technician
4314	Greenhouse Technician
5500	Guest Services Coordinator
9740	Homeland Security Training and Operations Coordinator
8848	Homeless Assistance Coordinator
X473	Homelessness Policy Administrator
4315	Horticulture Technician
6784	Housing Conservation Inspector
8873	Housing Counselor
8862	Housing Financial Analyst

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
X8790	Housing Research & Development Adm
8723	Housing Services Accounting Analyst
X8794	Housing Services Accounting Manager
8727	Housing Services Administrative Secretary
8741	Housing Services Application Specialist
8721	Housing Services Bookkeeper
8743	Housing Services Case Manager
3525	Housing Services Housing Counselor
8765	Housing Services Housing Inspector
8768	Housing Services Inspections Team Leader
8724	Housing Services Inventory Control Specialist
8712	Housing Services Maintenance Mechanic B
8770	Housing Services Property Disposition Manager
8760	Housing Services Systems Administrator
X8770	Housing Services Voucher Administrator
S2010	Human Resources Assistant
X312	Human Resources Business Partner
X2004	Human Resources Generalist
X1172	Human Resources Manager
1153	Human Rights Specialist
3653	HVAC Technician
3835	Industrial Plant Mechanic
4326	Industrial Pretreatment Technician
1382	Intermediate Clerk
1952	Intermediate Clerk Typist
9735	Investigative Assistant
3805	Irrigation Technician
4193	IT Database Administrator
5342	IT Network Engineer
X810	IT Network Manager
X813	IT Project Manager
4195	IT Security Engineer
5346	IT Senior Web Developer
5344	IT Systems Analyst/Programmer
4320	Laboratory Aide
4328	Laboratory Analyst I
6400	Laboratory Analyst II
4324	Laboratory Technician
3915	Laborer
X4935	Land Survey Supervisor
4933	Land Surveyor
4931	Land Surveyor Helper
S1542	Legal Assistant
X1542	Legal Assistant II
S1535	Legal Secretary
1944	Lencir Control Typist

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
5353	License Clerk
X1138	Management Analyst
5550	Marketing Specialist
X1127	Marketing Supervisor
4166	Mechanical Combination Inspector
X4775	Mechanical Engineer I
6776	Mechanical Inspector
8877	Neighborhood Development Aide
8876	Neighborhood Development Specialist
6741	Neighborhood Inspection Assistant
X6786	Neighborhood Inspections Supervisor
6743	Neighborhood Inspector
3960	Neighborhood Outreach Coordinator
4134	Neighborhood Services Specialist I
5331	Network Technician
X154	Open Records Coordinator
4350	Operations Training Coordinator
3950	Operator Helper
3845	Painter
1962	Park & Recreation Customer Service Rep
8490	Park & Recreation Field Coordinator
3864	Park and Cemetery Maintenance Worker
X8477	Park and Recreation Supervisor
3863	Park Equipment Technician
3865	Park Maintenance Mechanic
3510	Park Planner
3512	Park Planner II
9715	Parking Meter Checker
X423	Parks and Recreation Development & Planning Administrator
X428	Parks Superintendent
3921	Parks Technician
X469	Permit and Development Center Supervisor
9760	Permit Technician
X474	Plan Review Supervisor
4512	Planning Technician
6720	Plans Examiner
3955	Plant Equipment Lubricator
3810	Plumber
4167	Plumbing Combination Inspector
6751	Plumbing Inspector
9737	Police Analyst
9770	Police Budget Specialist I
E9780	Police Chief
1774	Police Department Stores and Inventory Clerk
1947	Police Information Technician
9748	Police Officer

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
3214	Police Property & Evidence Specialist
1772	Police Records Clerk
X9765	Police Research & Budget Administrator
X125	Policy Liasion
X4762	Principal Traffic Engineer
X5799	Procurement Administrator
5798	Procurement Services Specialist
8880	Program Developer
3955	Property Improvement Inspector
3954	Property Improvement Liaison
X470	Property Improvement Supervisor
4954	Property Record Clerk
3956	Property Redevelopment Specialist
X8772	Public Housing Administrator
5347	Public Safety CAD Specialist
3448	Public Safety Digital Evidence Specialist
5345	Public Safety Mobile Data Specialist
4345	Public Safety Radio and Data Technician
5351	Public Safety RMS/DMS Specialist
X5340	Public Safety Systems Manager
X9725	Public Safety Telecommunications Supervisor
9722	Public Safety Telecommunicator
1385	Public Service Representative
3911	Public Works Assistant
1958	Public Works Customer Service Representative
1961	Public Works Customer Service Team Leader
1755	Public Works Dispatcher
X3395	Public Works Operations Manager
3685	Pumping Station Crew Chief
5772	Real Estate Appraiser
5769	Real Estate Assistant
5773	Real Estate Coordinator
X5776	Real Estate Division Manager
4964	Real Estate Records and Property Technician
5778	Real Estate Relocation Coordinator
8480	Recreation Program Assistant
8470	Recreation Program Coordinator
X8475	Recreation Program Supervisor
8430	Recreation Specialist I
8440	Recreation Specialist II
X429	Recreation Superintendent
1061	Refuse Collector
8776	Residency Services Coordinator
X8252	Safety Consultant
1129	Sales and Operations Coordinator
5330	Senior Accountant



**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
X5380	Senior Budget Analyst
X8858	Senior City Planner
1953	Senior Clerk Typist
4996	Senior Construction Inspector
X313	Senior Human Resources Business Partner
3856	Senior Maintenance Carpenter
9747	Senior Police Officer (Certified Class)
3402	Senior Public Safety Radio and Data Technician
3968	Senior Refuse Collector
X4763	Senior Traffic Engineer
4998	Sidewalk Compliance Coordinator
S1127	Special Events Coordinator
4960	Storm Water Environmental Technician
2342	Stormwater Permit Program Coordinator
E116	Strategic Performance Program Manager
X9360	Superintendent of Tech Services
X117	Sustainability Program Manager
3944	Sustainability Program Specialist
5339	System Administrator
X1178	Total Compensation Supervisor
4975	Traffic Analyst
X3359	Traffic Control Supervisor
3972	Traffic Device Maintenance Worker
X4761	Traffic Engineer
X1168	Traffic Facilities Manager
3356	Traffic Maintenance Chief
3886	Traffic Signal Technician
1950	Transcriber Typist
X111	Transportation Planner
X5397	Treasury Manager
X4520	Urban Designer
X364	Urban Forestry Project Manager
4022	Urban Planner I
X812	User Support Manager
5333	User Support Technician
3155	Utility Locator
3157	Utility Locator Coordinator
5752	Vehicle Impound Clerk
X871	Wastewater Conveyance System Manager
X849	Wastewater Engineering Manager
X4786	Wastewater Facilities Engineer
X8254	Wastewater Facility Asset Management and Data Administrator
X863	Wastewater Facility Maintenance Manager
X861	Wastewater Facility Maintenance Supervisor
2212	Wastewater Facility Operations & Maintenance Helper
X8625	Wastewater Facility Safety Manager

**Civil Service Entrance Job Classifications**

<b>Class Code</b>	<b>Classification Title</b>
2242	Wastewater Gas and Power System Specialist
3837	Wastewater Operator Specialist
2349	Wastewater Process Control System Technician
X870	Wastewater Training Specialist
X526	Water Resources Engineer
5340	Web Manager
1919	Word Processor Operator
X1170	Workplace Environment and Employee Development Admin
5400	WRF Accounting Analyst
3725	WRF Accounting and Inventory Coordinator
3705	WRF Administrative Coordinator
5717	WRF Inventory Control Clerk
3342	WRF Maintenance Coordinator
3836	WRF Maintenance Crew Chief
3664	WRF Maintenance System Specialist
X3667	WRF Operations Supervisor
X3668	WRF Regulatory Compliance Manager
3909	WRF Security Attendant
5370	WRF Systems and Network Administrator
X3750	WRF Treatment Manager
X6748	Zoning Enforcement Officer