

COUNCIL COMMUNICATION

	Number:	26-248	Meeting:	July 13, 2026
	Agenda Item:	32	Roll Call:	
	Submitted by:	Heather Redenius, Human Resources Director		

AGENDA HEADING:

Approving the continued suspension of civil service hiring practices for positions designated as Entrance Recruitment Status for the period August 5, 2026 through August 4, 2027.

SYNOPSIS:

The City seeks authority from the City Council to renew the suspension of a civil service process for positions designated as “Entrance” for an additional year as authorized by Iowa Code Section 400.12A. An “Entrance” recruitment indicates a position that can be filled by internal or external applicants; promotional positions remain as a civil service process. The City Council first exercised an option to suspend on August 5, 2024.

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 unless specifically exempt under Iowa Code Chapter 400 (i.e. City Manager, City Attorney and assistants). Included in their duties, the Commission approves new and amended job classifications for civil service jobs and designates each position as “Entrance” or “Promotional”. The Commission may serve as a quasi-judicial appeal board in the event of civil servant disciplinary appeals.
- The Human Resources Director serves as the Commission’s Clerk and the Human Resources Department supports them in the recruitment and compilation of lists for certification to the City Council for promotional positions. Prior to certifying a list for civil servants seeking promotion, the Commission interviews all sworn public safety candidates but it has opted to have professional Human Resources staff review and recommend candidates for non-public safety lists without an interview. While a list is “active”, that list is used by the hiring department for appointment; lists expire as designated by Iowa Code Chapter 400.
- Effective July 1, 2024, the Iowa Legislature amended Section 400.12A to allow a city to suspend the civil service hiring process for entrance positions as identified by the city’s governance authority. On its August 5, 2024 Agenda, the City Council approved such a suspension. Since that date, Human Resources staff have conducted entrance position recruitments and provides a pool of qualified candidates from which the hiring department may

select. The Iowa Legislature made changes in 2025 to 400.12A such that lists for entrance positions will be limited to lists of 40 and ties rather than an unlimited pool.

- The City's experience while the civil service hiring process suspension has been in place has improved the time from the job posting close date to appointment by approximately four (4) weeks.
- Attached hereto is a list of civil service positions designated as Entrance recruitment status. Staff requests City Council approval to continue the suspension of Commission involvement in recruiting for these vacancies that occur in these positions and other Entrance positions that are created during the period from August 5, 2026 to August 4, 2027. This will continue to 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.
- Iowa Code Chapter 400.12A (Hiring practices – suspension – reinstatement) authorizes the City Council to renew or cancel this suspension prior to its expiration, which is 12 months from City Council approval.

PREVIOUS COUNCIL ACTION(S):

Date: June 30, 2025

Roll Call Number: [25-0931](#)

Action: [Suspension](#) of Civil Service hiring practices for entrance positions as authorized by Iowa Code Section 400.12A for the period August 5, 2025 through August 4, 2026. ([Council Communication No. 25-260](#)) Moved by Gatto to adopt. Second by Voss. Motion Carried 7-0.

Date: August 5, 2024

Roll Call Number: [24-1079](#)

Action: [Suspension](#) of civil service hiring practices for entrance positions as authorized by Iowa Code Section 400.12A for the period August 5, 2024 through August 4, 2025. ([Council Communication No. 24-308](#)) Moved by Coleman to adopt. Second by Simonson. Motion Carried 6-0. Absent: Gatto.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

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

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