

## CIVIL SERVICE COMMISSION

- Origin: *Code of Iowa* Chapter 341A.2 Civil service commission.
- Number of Members: Three (3) commissioners. All shall be residents of Johnson County for at least two years immediately preceding appointment and shall be electors. Not more than two commissioners shall be members of the same political party. The commissioners shall hold no elective or other appointive public office during their term on the Civil Service Commission.
- Appointed by: Two (2) commissioners are appointed by the Board of Supervisors and one (1) commissioner is appointed by the County Attorney.
- Term: Six (6) years.
- Duties: The powers and duties of the Civil Service Commission are outlined in *Code of Iowa* Chapter 341A.6, as follows:
1. To adopt, and amend as necessary, rules pursuant to the provisions of Chapter 341A, which shall specify the manner in which examinations are to be held and appointments, promotions, transfers, reinstatements, demotions, suspensions, and discharges are to be made.
  2. To administer practical tests designed to determine the ability of persons examined to perform the duties of the position for which they are seeking appointment.
  3. To conduct and prepare annual investigations and reports concerning the effectiveness of, and compliance with, the provisions of Chapter 341A and the rules adopted by the Commission, and pursuant thereto, to inspect all departments, offices, and positions of employment affected by said chapter.
  4. To conduct informal hearings concerning matters contemplated by Chapter 341A.
  5. To hear and determine appeals or complaints respecting the allocation of positions of employment, rejection of those persons certified to the sheriff for appointment, and such other matters as may be referred to the Commission.
  6. To arrange, compile, and administer competitive tests to determine the relative qualifications of persons seeking employment in any class of position and as a result thereof establish eligible lists for the various classes of positions, and provide that persons discharged because of curtailment of expenditures, reduction in force, and for like causes, head the list in the order of their seniority, to the end that they shall be the first to be reemployed.

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7. To certify to the county sheriff when a vacant position is to be filled, on written request, a list of the names of the persons passing the examination.
8. To keep such records as may be necessary for the proper administration of Chapter 341A.
9. To classify deputy sheriffs and subdivide them into groups according to rank and grade which shall be based upon the duties and responsibilities of the deputy sheriffs.
10. To purchase all necessary supplies, enter into contracts, and do all things necessary to carry out the provisions of Chapter 341A.
11. To keep records of the service of each employee in the classified service.

Meetings:                      When: As needed, but at least once annually.