

**CIVIL SERVICE COMMISSION**  
City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350

April 30, 2024, Minutes

Present:

Jim Reilly  
Maribeth Manigold  
Richard Nesti  
Kim Czyz

Heather Johnson  
Brienne Petersen – City Staff

Meeting called to order at 2:01 p.m.

Public Comment: None

Moved Maribeth Manigold, second by Kim Czyz that the minutes of the March 18, 2024, meeting be approved as written. All ayes. Motion passed.

**Certify Candidate for Public Utilities**

The Commission received a request from Commissioner Brent Barron to certify candidates to fill one position from the current water/wastewater eligibility register.

Moved by Maribeth Manigold, second by Heather Johnson to certify the next eligible candidate on the current water/wastewater Final Eligibility List. All ayes. Motion passed.

**Annual Report**

The Annual Report was reviewed and signed by the commission. Brienne Petersen will submit the report to Council. The report is attached to these minutes.

**Pre-Employment Exam/Medical and Drug Screen Updates**

There was discussion regarding the drug screen for pre-employment as information was provided to Brienne Petersen and Police Chief Roalson from OSF Occupational Health regarding updating the pre-employment exam to match the city's current Employee Drug Testing policy. OSF also gave information about changing from a urine sample to a hair sample.

The commission would like to gather more information and reach out to Cantlin on amending the rules if the commission decides to make a change.

**New Business**

None

**Old Business**

None

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**Adjournment**

Moved by Maribeth Manigold second by Kim Czyz to adjourn the meeting at 2:47 p.m. All ayes. Motion passed.

Respectfully submitted,

Brianne Petersen  
Human Resource Director

**Eligibility List Summary**

**Classification**

Telecommunicator  
Vehicle Maintenance  
General Labor/Building Maintenance (Public Property)  
General Office  
Water and Wastewater (Public Utilities)

**Expiration Date**

November 22, 2025  
October 4, 2023  
March 18, 2026  
March 18, 2026  
March 18, 2026

**CIVIL SERVICE COMMISSION**

City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350

May 1, 2024

Mayor Robert Hasty  
Commissioner Wayne Eichelkraut  
Commissioner Tom Ganiere  
Commissioner Marla Pearson  
Commissioner Brent Barron

Re: Civil Service Commission Annual Report to City Council

Dear Mayor and Commissioners:

One of the requirements of the Civil Service Commission is to make an annual report to the City Council. This past year was filled with multiple written exams given, oral interviews conducted, and establishing new eligibility registers for many classifications.

The Civil Service Commission conducted a written exam in October of 2023 for Telecommunicators. Fifteen (15) candidates sat for the exam with 8 scoring a 70% or higher, which is the requirement to move along in the hiring process. We anticipate having to hold another written exam soon as there is only one (1) candidate remaining on the list.

The Civil Service Commission conducted a written exam for the Vehicle Maintenance classification in Public Property. The written exam was held on December 4, 2023. Two (2) candidates sat for the exam and neither achieved a score of 70% or higher, which means there is no current eligibility register for this classification. We are looking at conducting another exam in the summer.

The Civil Service Commission conducted a written exam for Water/Wastewater in Public Utilities. The written exam was held on January 24, 2024. Ten (10) candidates sat for the exam and two (2) achieved a score of 70% or higher. Oral interviews were conducted by members of the Civil Service Commission and employees of the city. A final eligibility register was posted March 18, 2024.

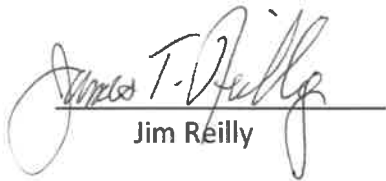
The Civil Service Commission conducted a written exam for General Labor/Building Maintenance in Public Property. The written exam was held on February 7 and February 12, 2024. Ten (10) candidates sat for the exam and three (3) achieved a score of 70% or higher. Oral interviews were conducted by members of the Civil Service Commission and employees of the city. A final eligibility register was posted March 18, 2024.

The Civil Service Commission conducted a written exam for General Office in Public Utilities. The written exam was held on February 5, 2024. Fifteen (15) candidates sat for the exam and ten (10) achieved a score of 70% or higher. Oral interviews were conducted by members of the Civil Service Commission and employees of the city. A final eligibility register was posted March 18, 2024.

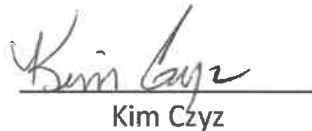
The Civil Service Commission works with Illinois Valley Community College (IVCC), which creates and administers written exams for Water/Wastewater, General Labor/Building Maintenance, and General Office. IVCC has been asked to review the exams and make any necessary updates. The Civil Service feels some of the components of the General Office exam are no longer relevant and would like to review the other exams since we only see a 20% and 30% passing rates for Water/Wastewater and General Labor/Building Maintenance respectively.

<u>Classification</u>	<u>Expiration Date</u>
Telecommunicator	November 22, 2025
Vehicle Maintenance	Expired
General Labor/Building Maintenance (Public Property)	March 18, 2026
General Office	March 18, 2026
Water and Wastewater (Public Utilities)	March 18, 2026

Respectfully submitted,

  
Jim Reilly

  
Maribeth Manigold

  
Kim Czyz

  
Richard Nesti

  
Heather Johnson