

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
August 23, 2019

Present: Maribeth Manigold
Phil McNally
Rob Schmidt
Assistant Superintendent Dave Erwin
Kim Czyz

Phil McNally called the meeting to order at 12:11 p.m.

Public Comment

None.

Moved by Maribeth Manigold, second by Rob Schmidt to approve the August 14, 2019 minutes as written. All ayes. Motion passed.

Vehicle Maintenance Exam

No Veteran preference points were submitted for the Vehicle Maintenance Eligibility Register.

Moved by Maribeth Manigold, second by Phil McNally to adopt the Final Vehicle Maintenance Eligibility Register as shown below.

1. Mike Geisen	72.00
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All ayes. Motion passed.

Public Utilities Hiring

The Civil Service Commission has received a request from Commissioner Tom Ganiere to hire a candidate for public utilities due to the upcoming retirement of William Troccoli.

Moved by Phil McNally, second by Maribeth Manigold to offer employment to the next eligible candidate on the current water/wastewater eligibility register. All ayes. Motion passed.

Disposal of Records

Kim requested that the Commission authorize her to submit a request to the Local Records Commission Illinois State Archives to dispose of Civil Service exams prior to 2012. Statute requires that the Commission keep exams for five years.

Moved by Phil McNally, second by Maribeth Manigold that a request to dispose of exams prior to 2012 be submitted to the Local Records Commission Illinois State Archives for approval. Upon approval, the exams will be shredded. All ayes. Motion passed.

Application to take Exams

The current application used to take an exam is one page, and provides basic information regarding the individual. Several years ago the Commission used a multi-page application, which provided previous employment history and listing references. While previous employment and references cannot be used to disqualify a candidate, it would be helpful for the City to have background information on the individual. Kim provided a three page application to Corporation Counsel for review. Corporation Counsel made a few minor changes and added some language at the end of the application.

Moved by Maribeth Manigold, second by Rob Schmidt to approve the application, with the following changes: add "Public Works" and Public Utilities" above the classification; remove the salary information under employment history; add a date on the bottom of page 3 indicating the date the application was approved. All ayes. Motion passed.

Water/wastewater Exam

Assistant Superintendent Dave Erwin advised the Commission that he and Public Works Director Tom Duttlinger reviewed the current exam. There are 97 questions on the exam. It is their recommendation to remove 23 of the questions. While these are questions that are applicable to the position (s), it is their belief that an entry level laborer would not be familiar with the data. They also suggest to add 23 questions from the current General Laborer/Building Maintenance exam that pertain to routine laborer duties. At the request of the Commission, Dave will provide two additional questions, bringing the exam to 100 questions.

Also at the request of the Commission, Dave will provide three additional questions for the General Laborer/Building Maintenance exam to bring this test to a total of 100 questions also.

Hiring Process

Kim contacted Corporation Counsel regarding the hiring process discussed at the August 14, 2019 meeting:

- Can an oral exam be conducted by City representatives in order to compile an eligibility register?
- When a position is open can a choice be made from the top three candidates?
- Can the test be scored on a pass/fail basis?
- Can calculators be used during the exam?

Corporation Counsel did not have a chance to prepare a response to the Commission by today's meeting.

Rules Revision

A meeting will be scheduled in the near future to begin reviewing the Rules and Regulations for possible revisions.

Moved by Maribeth Manigold, second by Rob Schmidt to adjourn the meeting at 12:35 p.m.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Telecommunicator
Vehicle Maintenance
General Labor/Building Maintenance
General Office
Water and Wastewater

Expiration Date

April 9, 2020
August 23, 2021
December 11, 2019
December 11, 2019
Exhausted 8/2019