

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
October 9, 2019

Present: John Armstrong
Maribeth Manigold
Phil McNally
Jim Reilly
Rob Schmidt
Commissioner Tom Ganiere
Keith Leigh
Public Works Director Tom Duttlinger
Kim Czyz

Phil McNally called the meeting to order at 12:06 p.m.

Public Comment

None.

Moved by Maribeth Manigold, second by Phil McNally to approve the August 23, 2019 minutes as written. All ayes. Motion passed.

The Commission has received a response from Corporation Counsel regarding questions presented at the August 14, 2019 meeting. Below are the questions and Corporation Counsel's response.

Can an oral exam be conducted by City representatives in order to compile an eligibility register?

Rule 6.3 of the Commission's Rules expressly provides and authorizes an oral exam as well as written.

When a position is open can a choice be made from the top three candidates?

Rule 8.2 of the Commission's Rules requires the offer of appointment to be made to the "highest name" on the eligibility list.

Can the test be scored on a pass/fail basis?

The Board's rules provide that an applicant receive a minimum score of 70% to be placed on the eligibility list. The weighting of the various elements of any examination is determined and set by the Commission; however, with a specific weighted percentage being required, it does not appear that a pass/fail scoring would be practical or feasible.

Can calculators be used during the exam?

The use of calculators or any other test instrument (blue ink versus blank ink, etc.) is a judgment to be made by the Commission.

Testing Process

Discussion ensued regarding implementing an oral exam in the testing process. City representatives have requested that the oral exam component of the testing process be implemented, and city representatives be included in the exam. Section 6.11 of the current Civil Service Rules states: "The Civil Service Commission reserves the right to control all exams and may designate persons to be examiners and to conduct the exams as the Civil Service Commission directs."

Moved by Jim Reilly, second by Rob Schmidt that an oral exam be administered to candidates that achieve a score of 70% or greater on the written exam, with the oral exam equating to 50% of the score, prior to awarding any applicable Veteran Preference points. The oral exam will be administered by no less than three (3) city representatives. All ayes. Motion passed.

All ayes. Motion passed.

Moved by Rob Schmidt, second by John Armstrong to adjourn the meeting at 12:47 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
December 4, 2020
December 11, 2019
December 11, 2019
Exhausted September, 2019