

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
August 14, 2019

Present: John Armstrong
Maribeth Manigold
Phil McNally
Jim Reilly
Rob Schmidt
Public Works Director Tom Duttlinger
Assistant Superintendent Dave Erwin
Kim Czyz

Phil McNally called the meeting to order at 12:38 p.m.

Welcome to new Commission members John Armstrong and Maribeth Manigold.

Public Comment

None.

Moved by Jim Reilly, second by Rob Schmidt to approve the April 17, 2019 minutes as written. All ayes. Motion passed.

Vehicle Maintenance Exam

Kim advised the Commission that the Vehicle Maintenance exam was administered August 7, 2019 by IVCC. There were five candidates registered to take the exam; four candidates took the exam and one candidate achieved a score of 70% or greater. All candidates have been notified of their test scores and an initial eligibility register established. The Commission will adopt the final eligibility register for this classification following the mandatory ten days to allow for Veteran Preference points to be submitted.

Water/Wastewater Final Eligibility Register

Kim advised the Commission that no veteran preference points were submitted for the Initial water/wastewater eligibility register.

Moved by Jim Reilly, second by Maribeth Manigold to approve the Final Water/wastewater eligibility register as shown below. All ayes. Motion passed.

- | | |
|--------------------|-------|
| 1. Rodney Schomas | 74.76 |
| 2. Charles Whitney | 72.82 |

Water/wastewater Exam

Discussion regarding the content in the current water/wastewater exam. This exam has a very low number of candidates that receive a score of 70% or greater. Tom Duttlinger will review the current exam and the previous exam and make recommendations on the content.

Hiring Process

Discussion regarding the hiring process. Currently there is not an oral exam component to the hiring process for public works, public utilities and general office employees. The Commission supports the concept, however would prefer city representatives conduct the oral interviews. Also, does the top candidate have to be offered the position, or can a selection be made from the top 3? Can the test be scored on a pass/fail basis? Can calculators be used during the exam?

Moved by Jim Reilly, second by John Armstrong to request a legal opinion from Corporation Counsel regarding the following:

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?

All ayes. Motion passed.

Upcoming Exams

The eligibility registers for general labor/building maintenance and general office will expire December 11, 2019. Kim will check with IVCC to set dates for these exams.

Moved by Rob Schmidt, second by Phil McNally to adjourn the meeting at 1:33 p.m.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

<u>Classification</u>	<u>Expiration Date</u>
Telecommunicator	April 9, 2020
Vehicle Maintenance	December 4, 2020
General Labor/Building Maintenance	December 11, 2019
General Office	December 11, 2019
Water and Wastewater	April 17, 2021