

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
December 10, 2019

Present: Maribeth Manigold
Phil McNally
Rob Schmidt
Tom Duttlinger
Kim Czyz

Phil McNally called the meeting to order at 11:05 a.m.

Public Comment

None.

Public Comment policy – discussion tabled for future meeting.

Moved by Maribeth Manigold, second by Rob Schmidt to approve the November 12, 2019 minutes as written. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to add the Mission statement shown below to the Rules and Regulations, immediately following the Definitions section and immediately preceding Rule I, pending review by Corporation Counsel. All ayes. Motion passed.

The purposes and goals of the Civil Service Commission of Ottawa, Illinois are to reasonably and logically classify all positions of employment with the City of Ottawa that are under the auspices of the Commission pursuant to the Illinois Municipal Code; to conduct examinations that practically, objectively and fairly test applicants for each classification to determine the applicants that have the greatest capacity to discharge the duties of the position for which they are applying, subject to the requirements of the Illinois Municipal Code; and to conduct hearings and other proceedings to impartially determine the reasonability, propriety and necessity of discipline, suspension or termination of all employees subject to it authority.

Moved by Rob Schmidt, second by Maribeth Manigold to amend Rule VI 6.3 (a) as shown below. All ayes. Motion passed.

- a) Examinations may be written, oral, by statement of training and experience, in the forms of tests of knowledge, skill, capacity, intellect, aptitude, physical ability; or, by any other recognized standard method, which in the judgment of the Civil Service Commission is reasonable and practical for any particular classification. Different examining procedures may be determined for the examination in classifications, but all examinations in the same classification must be uniform. The oral exam is to 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. The oral exam will be administered by no less than three(3) individuals, comprised of city representative(s), and/or community representative(s) and/or Civil Service Commission member(s), as determined by the Civil Service Commission. Further, the individual scoring data will be collected by a person

designated by the Civil Service Commission after each oral exam and forwarded to Illinois Valley Community College (Business Training Center) to compute the final oral score, and compute the final overall score, consisting of the written exam and oral exam, as stated above.

It is noted that the administration of the oral examination will be reviewed in the future to determine if this component is beneficial to the hiring process and meets the needs of the City and Civil Service Commission.

The wording of the last question on the oral examination was modified.

Moved by Phil McNally, second by Maribeth Manigold to reinstate the administration of the behavioral exam for all classifications, excluding telecommunicator exam. All ayes. Motion passed.

Next meeting: December 17, 2019 at 9:00 a.m.

Moved by Rob Schmidt, second by Phil McNally to adjourn the meeting at 12:20 a.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	Exhausted 11/2019

Upcoming exams:

January 27, 2020 General Labor/Building Maintenance

February 5, 2020 General Office

February 11, 2020 Water/Wastewater