

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

October 4, 2021 Minutes

Present: John Armstrong
Maribeth Manigold
Phil McNally
Jim Reilly
Rob Schmidt
Kim Czyz – City Staff

Phil McNally called the meeting to order at 3:38p.m.

Public Comment: None

Moved by Maribeth Manigold, second by Rob Schmidt that the minutes of the August 5, 2021 meeting be approved as written. All ayes. Motion passed.

Moved by Maribeth Manigold, second by Jim Reilly to adopt the Initial and Final Eligibility register for Vehicle Maintenance listing two candidates as shown below. All ayes. Motion passed.

None of the candidates listed below indicated having military service on their submitted applications, therefore the ten-day waiting period to submit preference points is deemed waived.

- | | | |
|----|---------------|--------|
| 1. | Steven Norsen | 77.00% |
| 2. | Shane Clark | 73.00% |

Moved by Jim Reilly, second by Rob Schmidt to approve the revised application, adding a question regarding relatives currently employed by the City. All ayes. Motion passed.

The eligibility registers for General Labor/Building Maintenance, Water/Wastewater and General Office will all expire March 5, 2022.

Moved by Maribeth Manigold, second by John Armstrong to schedule 2022 exams as shown below. The written exams will be administered by IVCC at IVCC Ottawa Center, using the Blackboard system. The oral interviews will be administered at City Hall with City staff. All ayes. Motion passed.

	Written Exam	Oral Interview
Water/Wastewater	January 24, 2022	February 4, 2022
General Office	January 25, 2022	February 7, 2022
General Labor	February 1, 2022	February 9, 2022

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Moved by Jim Reilly, second by Rob Schmidt to modify the oral interview questions for the three classifications listed above as discussed. All ayes. Motion passed.

Moved by Jim Reilly, second by Rob Schmidt to adjourn the meeting at 4:17 p.m. All ayes. Motion passed.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

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

Expiration Date

August 5, 2023
October 4, 2023
March 5, 2022
March 5, 2022
March 5, 2022