

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
August 1, 2017

Present: Jean Eltrevoog
Phil McNally
Jack Mitchell
Jim Reilly
Rob Schmidt
Kim Czyz

Jack Mitchell called the meeting to order at 12:53 p.m.

Moved by Jim Reilly, second by Phil McNally to approve the November 18, 2016 minutes as written. All ayes. Motion passed.

Public Comment

None.

Kim advised the Commission that the City has authorized hiring for two new positions, one in Public Works Water/Wastewater Division and one in Public Works Parks/Streets Division. Pursuant to the current AFSCME Local 2819 collective bargaining agreement a vacancy notice was posted in all public works departments advising of these vacancies. Shaun Wilson requested, and was approved, to transfer from the Parks/Streets Division to the Water/Wastewater Division; Shaun is on the current Water/Wastewater eligibility register.

This transfer creates another opening in the Parks/Streets Division. The required vacancy notice will be posted in all public works departments for this position.

Moved by Rob Schmidt, second by Jean Eltrevoog to offer a position to the next eligible candidate on the current General Labor/Building Maintenance eligibility register. Further, following the expiration of the vacancy notice for the new vacancy in Parks/Streets, and if there are no requests to transfer, the next eligible candidate on the current General Labor/Building Maintenance eligibility register will be offered a position. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt that Public Works Director Gary Scott has permission to review the entry level examinations for public works positions. Kim will get copies of the exams from IVCC. All ayes. Motion passed.

The current Water/Wastewater eligibility register will expire October 6, 2017. Following Gary Scott's review of the exam, testing for this classification will be scheduled. In addition, the General Office

and General Labor/Building Maintenance eligibility registers will expire December 7, 2017. Kim is authorized to schedule those exams.

Moved by Rob Schmidt, second by Jean Eltrevoog that the meeting be adjourned at 1:10 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
General Office
Water and Wastewater

Expiration Date

November 18, 2018
November 18, 2018
December 7, 2017
December 7, 2017
October 6, 2017