

**CITY OF OTTAWA**  
301 West Madison Street  
Ottawa, Illinois 61350



**CIVIL SERVICE COMMISSION MINUTES**  
September 10, 2014

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Rob Schmitt  
Kyle Stephens  
Bob Shull  
Kim Czyz

Kyle Stephens called the meeting to order at 11:05 a.m.

Moved by Phil McNally, second by Rob Schmidt to approve the minutes of the July 29, 2014 meeting as written. All ayes. Motion passed.

Bob Shull advised the Commission that a vacancy needs to be filled in Public Works-Streets Division due to an upcoming retirement.

Moved by Jack Mitchell, second by Phil McNally to offer a position to the next eligible candidate on the current General Labor/Building Maintenance Eligibility Register to fill a vacancy in Public Works-Streets Division. All ayes. Motion passed.

Bob Shull advised the Commission that a vacancy needs to be filled in Public Works-Water Cashier due to an upcoming retirement.

Moved by Phil McNally, second by Rob Schmidt to offer a position to the next eligible candidate on the current General Office Eligibility Register to fill a vacancy in Public Works-Water Cashier. All ayes. Motion passed.

Kyle Stephens updated the Commission on the issue of an AFSCME Memorandum of Understanding (MOU) pertaining to hiring criteria for Telecommunicators. Upon final approval of this MOU by the City Council, the Commission's Rules and Regulations will need to be amended to reflect the change.

Moved by Kyle Stephens, second by Jack Mitchell to reschedule the Telecommunicator testing to the second week in November. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell that the meeting be adjourned at 11:40 a.m. All ayes.

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

September 20, 2014  
March 4, 2016  
December 4, 2015  
December 4, 2015  
December 4, 2015