

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



**CIVIL SERVICE COMMISSION MINUTES**  
October 6, 2015

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

Jack Mitchell called the meeting to order at 12:35 p.m.

Public Comment

None.

Moved by Phil McNally, second by Rob Schmitt to approve the August 6, 2015 minutes as written. All ayes. Motion passed.

No Veteran Preference points were submitted following the publishing of the Initial Eligibility Register for Public Works-Water/Wastewater.

Moved by Jim Reilly, second by Phil McNally to adopt the Final Eligibility Register for Public Works-Water/Wastewater as shown below:

1. Scott Munks	80.0
2. Russell Shepherd	79.0
3. Nathan Lijewski	78.0
4. Brian Roberts	77.0
5. Casey Ocepek	75.0
6. John Haerle	75.0
7. Jon Erickson	75.0
8. Shaun Wilson	71.0

Kim Czyz reported that the City currently has two openings in the Public Works-Water/Wastewater department due to upcoming retirements. The City requests that the Commission hire two candidates.

Moved by Phil McNally, second by Jean Eltrevoog to offer a position to the next two eligible candidates on the current Eligibility Register for Public Works-Water/Wastewater. All ayes. Motion passed.

Moved by Jean Eltrevoog, second by Rob Schmitt that based on the recommendation for the City's Corporation Counsel, the following amendment be made to the Civil Service Commission Rules and Regulations (changes are delineated by strikethroughs and underlines):

**RULE VII**

**ELIGIBLE REGISTERS**

7.1 Eligible Registers – Promotional and Original Entry – Names of persons who have passed the examination will be placed on eligibility lists for such class in order of relative grades received without reference to priority time of examination. Ties in the final scores shall be resolved by arranging names of such eligibles according to their ratings on that part of the examination which ~~has greater weight; and if still not resolved, by order of application for examination~~ has the greatest weight; and if still not resolved, then as according to their ratings on the part of the examination which has the second greatest weight; and if still not resolved, then as according to their ratings on the part of the examination which has the third greatest weight. If such eligibles have tied and have received the same ratings on all parts of the examination, then names of persons will be arranged by order of application for examination. The name of no person shall be entered on an eligible register resulting from an examination whose general average shall be less than 70 percent of complete proficiency in the subjects of examination taken as a whole. This register shall be posted within 60 days.

All ayes. Motion passed.

Next meeting: Wednesday, October 14, 2015 at 11:30 a.m.

Moved by Phil McNally, second by Rob Schmitt that the meeting be adjourned at 1:05 p.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

**Expiration Date**

Telecommunicator	February 20, 2017
Vehicle Maintenance	March 4, 2016
General Labor/Building Maintenance	December 4, 2015
General Office	December 4, 2015
Water and Wastewater	October 6, 2016