

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
October 23, 2014

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

Kyle Stephens called the meeting to order at 11:00 a.m.

Moved by Kyle Stephens, second by Phil McNally to approve the minutes of the September 10, 2014 meeting as written. All ayes. Motion passed.

Moved by Jack Mitchell, second by Rob Schmidt to authorize the hiring of the next eligible candidate on the General Labor/Building maintenance list to fill a vacancy in the Public Works-Parks Division. This vacancy is due to a retirement. All ayes. Motion passed.

Kyle Stephens proposes that the Civil Service Commission Rules and Regulations be amended as follows:

5.4 Notice of Original Entry Examinations - The Chief Examiner of the Civil Service Commission will give notice of the examinations at least two (2) weeks prior to the date of the examination. The notice will be posted on all designated bulletin boards in all City Buildings. ~~A notice of the opening will be published the Ottawa Daily Times.~~ examination shall be published pursuant to applicable State Statute or superseding collective bargaining agreement.

8.2 Certification from Registers - Original Entry Register. The Commission shall certify the highest name on original entry eligibility lists or, in the case of Telecommunicators, certify the highest name on the original eligibility register to the police department in accordance with any valid collective bargaining provisions in full force and effect. ~~for each person requisitioned.~~ If the appointing officer chooses to fill the position, said certified person shall be appointed for a probationary period.

Moved by Kyle Stephens, second by Jack Mitchell that the meeting be adjourned at 11:30 a.m. All ayes.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Expiration Date

Telecommunicator	September 20, 2014
Vehicle Maintenance	March 4, 2016
General Labor/Building Maintenance	December 4, 2015
General Office	December 4, 2015
Water and Wastewater	December 4, 2015