

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



**CIVIL SERVICE COMMISSION MINUTES**  
October 30, 2014

Present: Phil McNally  
Jack Mitchell  
Rob Schmitt  
Kyle Stephens  
Bob Shull  
Kim Czyz  
Brent Roalson

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

Moved by Jack Mitchell, second by Phil McNally to approve the minutes of the October 23, 2014 meeting as written. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to adopt the amendment as shown below to the Civil Service Commission Rules and Regulations that was proposed by Kyle Stephens at the October 23, 2014 meeting. The appropriate legal notice will run in The Times on November 1, 2014. The Rules will be effective November 11, 2014.

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 to schedule Telecommunicator testing for Thursday, January 29, 2014 at 6:00 p.m. in Council Chambers. All ayes. Motion passed.

Moved by Jack Mitchell, second by Kyle Stephens that the meeting be adjourned at 11:10 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