

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
July 3, 2012

Present: Jean Eltrevoog
Phil McNally
Jack Mitchell
Rob Schmitt
Kyle Stephens
Chief Brian Zeilmann
Police Captain Brent Roalson
Kim Czyz

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

Moved by Phil McNally, second by Jean Eltrevoog to approve minutes of the December 22, 2011 meeting as written. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell to use the revised "Notice" for Telecommunicators as follows, which includes a brief job description of the position:

The City of Ottawa Civil Service Commission is accepting applications to establish a **telecommunicator** eligibility register. The hours of work are 12 hours per shift on an average 40 hour work week, continuous operation, including weekends and holidays. Applicants are subject to an extensive background check. The job description is as follows:

“TELECOMMUNICATOR: The job includes, but is not be limited, to answering incoming calls for police and fire issues, dispatching calls for service to police and fire personnel, maintaining radio contact with medics, firemen and police officers and operating the LEAD system and in-house software.”

Residency within five (5) miles of the corporate limits must be established and maintained within fifteen (15) months of employment.

Applications are available at Human Resources, first floor, City Hall from 8:00 a.m. until 4:30 p.m. or at www.cityofottawa.org under “Government.” Completed applications must be returned to the Civil Service Commission, 301 West Madison Street, Ottawa, Illinois by close of business on or before [REDACTED] to be eligible to take the exam. No applications will be accepted after this date.

This exam will be given at City Hall, 301 West Madison Street, Ottawa, Illinois on [REDACTED] beginning promptly at 6:00 p.m.

The City of Ottawa is an equal opportunity employer, not discriminating on basis of age, country of national origin, creed, race, religion or sex.

Chief Zeilmann provided the Commission a more detailed employment application, including an "Acknowledgement/Consent Background and Credit History" and an "Authorization for Release of Information Agreement" to be considered for use in the upcoming testing for telecommunicators. He further requested that the application packet include a "Fact Sheet" which provides additional details about the position. Chief Zeilmann will draft the fact sheet for the Commission to review at the next meeting.

Chief Zeilmann also suggested that the Commission consider charging a fee for the examination. This will be discussed at the next meeting.

Captain Roalson requested that the Commission consider awarding preference points for Emergency Medical Dispatch (EMD), Law Enforcement Agency Data System (LEADS), Hazardous Material Response, and/or Cardio-Pulmonary Resuscitation (CPR), in addition to the required Veteran preference points. The Commission will need to check the State statute to see if this is allowed. This will be discussed at the next meeting.

Moved by Jack Mitchell, second by Kyle Stephens to adjourn the meeting at 12:10 p.m. All ayes.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Expiration Date

Telecommunicator	May 5, 2013 - List Exhausted 7/2012
Vehicle Maintenance	October 20, 2013
General Labor/Building Maintenance	October 28, 2013
General Office	November 28, 2013
Water and Wastewater	November 4, 2013