

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
July 21, 2011

Present: Phil McNally
Rob Schmidt
Kyle Stephens
Jennifer Scheri, IVCC
Beth Hahne, Consultant
Kim Czyz

Kyle Stephens called the meeting to order at 1:35 p.m.

Moved by Phil McNally, second by Kyle Stephens to approve minutes of the April 26, 2011 and June 8, 2011 meetings as written. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to classify the position of parking administrator/evident officer as a Telecommunicator for hiring purposes. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to adjourn into executive session at 1:37 p.m. to discuss test development.

Phil McNally: Aye
Rob Schmidt: Aye
Kyle Stephens: Aye
Motion passed.

Moved by Kyle Stephens, second by Phil McNally to reconvene into open session at 2:45 p.m.

Phil McNally: Aye
Rob Schmidt: Aye
Kyle Stephens: Aye
Motion passed.

Moved by Rob Schmidt, second by Phil McNally to adjourn the meeting at 3:00 p.m. All ayes.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

<u>Classification</u>	<u>Expiration Date</u>
Vehicle Maintenance	June 12, 2011
Telecommunicator	May 5, 2013
Building Maintenance	June 17, 2011
General Office	June 25, 2011
General Labor	July 8, 2011
Water and Wastewater	October 26, 2011