

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
July 10, 2012

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

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

Moved by Phil McNally, second by Jack Mitchell to approve minutes of the July 3, 2012 meeting as written. All ayes. Motion passed.

Follow up discussion items from July 3, 2012 meeting

- Charging a fee for the examination.
Per statute the maximum fee that can be charged is \$3.00 per applicant. The Commission will not be charging a fee to take the examination.
(65 ILCS 5/10-1-9) (from Ch. 24, par. 10-1-9)
Sec. 10-1-9. Every applicant who desires to take any civil service examination provided by this Division 1 may be required, at the time of making application, to pay to the municipality a fee, as hereinafter provided, to defray the expenses of such examination. If fees are required by the municipality for the taking of such examinations they shall be deposited in the general fund of the municipality and shall not exceed the following:
Minimum salary of less than
\$1,200 annually.....50 cents
Minimum salary of \$1,200 or over and less than \$2,000 annually.....\$1
Minimum salary of \$2,000 or over and less than \$3,000 annually.....\$2
Minimum salary of \$3,000 or more annually.....\$3
(Source: Laws 1961, p. 3252.)
- Use of 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.

The authorization provided with these forms is valid only for 6 months, and is not used until the candidate is offered a position with the city. It is the consensus of the Commission to not include these forms with the application packet.
- Include a "Fact Sheet" which provides additional details about the position.

Chief Zeilmann presented a DRAFT of the Fact Sheet. This form will be included with the application packet with the required modifications.

Pursuant to the AFSCME collective bargaining agreement the probationary period for Telecommunicators is twelve (12) months; the statute provides for six (6) month probation period. Legal counsel, Pool, Leigh & Kopko will be asked for a legal opinion on this issue.

65 ILCS 5/10-1-14) (from Ch. 24, par. 10-1-14)
Sec. 10-1-14 ". . . .Original appointment shall be on probation for a period not to exceed 6 months to be fixed by the rules but all time spent in attending training schools and seminars . . . "

- 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.

After reviewing the statute it appears that the Commission can only award preference points for Veterans. Legal counsel, Pool, Leigh & Kopko will be asked for a legal opinion on this issue.

The question was asked if applicants must be a U.S. citizen to take the test. Legal counsel, Pool, Leigh & Kopko will be asked for a legal opinion on this issue.

Discussion regarding the requirements when publishing notices for exams. Legal counsel, Pool, Leigh & Kopko will be asked for a legal opinion on this issue.

(65 ILCS 5/10-1-11) (from Ch. 24, par. 10-1-11)
Sec. 10-1-11. Notice of the time and place and general scope and fee of every examination shall be given by the commission by publication for 2 weeks preceding such examination in a newspaper of general circulation published in such municipality, but if no newspaper is published in such municipality, then in a newspaper of general circulation in such municipality. Such notice shall also be posted by the commission in a conspicuous place in its office for 2 weeks before such examination. Such further notice of examination may be given as the commission shall prescribe.
(Source: Laws 1961, p. 3252.)

Moved by Rob Schmidt, second by Jack Mitchell to use to revised employment application for the upcoming telecommunicator testing. All ayes. Motion passed.

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