

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



**CIVIL SERVICE COMMISSION MINUTES**  
August 25, 2011

Present: Phil McNally  
Jack Mitchell  
Rob Schmidt  
Kyle Stephens  
Jennifer Scheri, IVCC Business Training Center  
Beth Hahne, Consultant  
Kim Czyz

Kyle Stephens called the meeting to order at 1:05 p.m.

Moved by Phil McNally, second by Jack Mitchell to approve minutes of the July 21, 2011 meeting as written. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to table the discussion on section 12.5 of the Civil Service Rules and Regulations regarding nepotism. All ayes. Motion passed.

Discussion regarding the Behavior Based portion of the upcoming examinations.

Review of the tests for all classifications and procedures to administer the tests.

Moved by Kyle Stephens, second by Phil McNally to adopt the tests for all classifications as prepared by IVCC Business Training Center and Beth Hahne. All ayes. Motion passed.

Tests will be scheduled as shown below. All tests will be administered at the IVCC Ottawa Center beginning at 6:00 p.m. Advertising will be placed in The Times and through WCMY. Applications will be available at City Hall and on the City's website.

Wednesday	September 14, 2011	6:00 p.m. to 8:00 p.m.	Vehicle Maintenance
Tuesday	September 20, 2011	6:00 p.m. to 8:00 p.m.	General Office
Wednesday	September, 28, 2011	6:00 p.m. to 8:00 p.m.	General Labor/Building Maintenance
Wednesday	October 5, 2011	6:00 p.m. to 8:00 p.m.	Water/Wastewater

Moved by Rob Schmidt, second by Phil McNally to adjourn the meeting at 2:25 p.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

## Eligibility List Summary

### Classification

### Expiration Date

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