

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



**CIVIL SERVICE COMMISSION MINUTES**  
October 14, 2015

Present: Jean Eltrevoog  
Phil McNally (via phone)  
Jack Mitchell  
Jim Reilly  
Rob Schmidt  
Kim Czyz  
Brent Roalson

Jack Mitchell called the meeting to order at 11:39 a.m.

Public Comment

None.

Moved by Jim Reilly, second by Jack Mitchell to approve the October 6, 2015 minutes as written. All ayes. Motion passed.

Moved by Rob Schmitt, second by Jean Eltrevoog that the amendment to the Rules and Regulations proposed at the October 6, 2015 (shown below) meeting be adopted. All ayes. Motion passed.

The required legal notice will be published in The Times October 15, 2015; the amended Rules and Regulations will become effective October 25, 2015.

**RULE VII**

**ELIGIBLE REGISTERS**

7.1 Eligible Registers – Promotional and Original Entry – Names of persons who have passed the examination will be placed on eligibility lists for such class in order of relative grades received without reference to priority time of examination. Ties in the final scores shall be resolved by arranging names of such eligibles according to their ratings on that part of the examination which ~~has greater weight; and if still not resolved, by order of application for examination~~ has the greatest weight; and if still not resolved, then as according to their ratings on the part of the examination which has the second greatest weight; and if still not resolved, then as according to their ratings on the part of the examination which has the third greatest weight. If such eligibles have tied and have received the same ratings on all parts of the examination, then names of persons will be arranged by order of application for examination. The name of no person shall be entered on an eligible register resulting from an examination whose general average shall be less than 70 percent of complete proficiency in the subjects of examination taken as a whole. This register shall be posted within 60 days.

Moved by Rob Schmitt, second by Jean Eltrevoog that the meeting be adjourned at 11:48 a.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

**Expiration Date**

Telecommunicator	February 20, 2017
Vehicle Maintenance	March 4, 2016
General Labor/Building Maintenance	December 4, 2015
General Office	December 4, 2015
Water and Wastewater	October 6, 2016