

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



**CIVIL SERVICE COMMISSION MINUTES**  
March 16, 2011

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Kyle Stephens  
Captain Brent Roalson  
Kim Czyz

Kyle Stephens called the meeting to order at 12:00 noon.

Moved by Jack Mitchell, second by Phil McNally to approve the minutes from the July 1, 2010 meeting as written. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell to have Stanard & Associates administer the entry examination for telecommunicators. All ayes. Motion passed.

Kim will advise the Commission when a date and time has been confirmed with Stanard & Associates.

Kim will contact IVCC to arrange a meeting with IVCC and city department heads to begin the process of developing tests for all other classifications.

Moved by Jack Mitchell, second by Kyle Stephens to adjourn the meeting at 12:25p.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

<b><u>Classification</u></b>	<b><u>Expiration Date</u></b>
Vehicle Maintenance	June 12, 2011
Telecommunicator	March 4, 2011
Building Maintenance	June 17, 2011
General Office	June 25, 2011
General Labor	July 8, 2011
Water and Wastewater	October 26, 2011