

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



**CIVIL SERVICE COMMISSION MINUTES**  
September 27, 2012

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Rob Schmidt  
Kyle Stephens  
Kim Czyz

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

Moved by Jack Mitchell, second by Phil McNally to approve the minutes of the September 20, 2012 meeting as written. All ayes. Motion passed.

Moved by Phil McNally, second by Jean Eltrevoog to offer a position to the next eligible candidate on the Telecommunicator Eligibility Register. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell that the Civil Service Commission Rules be amended as indicated below, effective October 7, 2012.

Kyle Stephens: Aye  
Jean Eltrevoog: Aye  
Rob Schmidt: Aye  
Phil McNally: Aye  
Jack Mitchell: Aye  
Motion passed.

1.1 Meeting of Commission – Meetings of the Commission shall be held at the office of the Commission at the call of the president or any two members. Members shall be notified ~~and written notice~~ of the date, time, place and object of the meeting ~~shall be mailed to each member by the secretary~~, at least ~~four~~ two days prior to the meeting.

2.9 Exemptions from the Classified Service - The classification plan shall include all classes as approved and from time to time amended by the Civil Service Commission.

Not to be included in the classified service are:

- a. Officers who are elected by the people.
- b. Officers who are elected by the City Council or whose appointment is subject to approval by the City Council, i.e. City Engineer.
- c. Heads of principal departments and Divisions of the City.

- d. Seasonal or temporary employees whose employment does not exceed 90 work days or 720 work hours in any calendar year.  
One private secretary and or deputy to each of the elected City officials.
- e. Administrative assistants to the Mayor.

8.3 Notification of Candidate - The person-(s) certified for an original entry position shall be notified by the U.S. mail, email or in person that he has been selected for appointment. The individual so selected must notify the Commission in writing of his intentions within 5 days of notification.

9.2 Probationary Period - All classified appointees shall be on probation for a period of six months or a period mandated by a collective bargaining agreement. If the conduct and performance of a person appointed has been satisfactory, the appointment shall be deemed complete unless the appointing authority extends the period.

11.2 Termination Proceedings - The City of Ottawa shall commence all termination proceedings against an employee by filing with the Civil Service Commission written charges factually stating the causes justifying termination. A copy of the written charges shall be served on the employee by registered certified mail or hand delivery. The effective date of discharge, if ordered, will be date designated by the Civil Service Commission.

Moved by Kyle Stephens, second by Jean Eltrevoog to adjourn the meeting at 11:30 p.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>
Telecommunicator	September 20, 2014
Vehicle Maintenance	October 20, 2013
General Labor/Building Maintenance	October 28, 2013
General Office	November 28, 2013
Water and Wastewater	November 4, 2013