

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
October 27, 2011

Present: Jean Eltrevoog
Phil McNally
Jack Mitchell
Rob Schmidt
Kyle Stephens
Jennifer Scheri, IVCC Business Training Center
Police Captain Brent Roalson
Kim Czyz

Kyle Stephens called the meeting to order at 12:25 p.m.

Moved by Phil McNally, second by Jack Mitchell to approve minutes of the August 25, 2011 meeting as written. All ayes. Motion passed.

Police Captain Brent Roalson advised the Commission of potential upcoming disciplinary action on two employees.

Discussion regarding the General Office exam administered on October 18, 2011.

Moved by Jack Mitchell, second by Phil McNally to assign greater weight to the clerical section of the General Office examination administered on October 18, 2011. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell that the results of the General Office examination administered on October 18, 2011 be accepted. All ayes. Motion passed.

Moved by Jack Mitchell, second by Phil McNally to assign five (5) Veteran Preference points to the score of Jay Abram and Stephen Silver for the General Labor/Building maintenance examination that was administered on September 28, 2011.

Discussion regarding section 12.5 of the Civil Service Rules.

Moved by Rob Schmidt, second by Jack Mitchell to adjourn the meeting at 1:40 p.m. All ayes.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Expiration Date

Telecommunicator
Vehicle Maintenance
General Labor/Building Maintenance
General Office
Water and Wastewater

May 5, 2013
October 20, 2013
October 28, 2013
June 25, 2011
November 4, 2013