

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
September 24, 2013

Present: Phil McNally
Jack Mitchell
Rob Schmidt
Kyle Stephens
Chief Brent Roalson
Kim Czyz

Kyle Stephens called the meeting to order at 11:05 a.m.

Moved by Kyle Stephens, second by Jack Mitchell to approve the minutes of the August 27, 2013 meeting as written. All ayes. Motion passed.

Moved by Rob Schmidt, second by Phil McNally to use the test data from the 2011 testing prepared by IVCC. All ayes. Motion passed.

Moved by Jack Mitchell, second by Rob Schmidt to approve the following test dates:

Vehicle Maintenance	October 23, 2013
General Labor/Building Maintenance	October 30, 2013
Water/Wastewater	November 6, 2013
General Office	November 13, 2013

All tests will be administered at IVCC Ottawa Center beginning at 6:00 p.m. on the dates listed. All ayes. Motion passed.

Police Chief Brent Roalson requested that the Commission discontinue the hearing test and typing test for telecommunicator candidates as he feels it is no longer necessary.

Moved by Kyle Stephens, second by Phil McNally to eliminate the hearing and typing test for telecommunicators. This change will be effective when a new eligibility register is established. All ayes. Motion passed.

The meeting adjourned at 11:30 a.m. All ayes.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Expiration Date

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