

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
November 12, 2018

Attendance: Scott Orille, Chairman
Jim Janis, Vice Chairman
Sue Olijar, Secretary
Joy Presley, Clerk

Also in attendance: Joe DeTillio, Human Resources Director
Chief Streator, Police Department

The meeting commenced at 5:00 p.m.

1. Police Department

The Clerk reported the Police Department would like to test for a Dispatcher/Records Clerk Eligibility List. The Clerk reported Ramsey & Associates could administer the exam Monday, December 10, 2018. Applications could start Wednesday, November 14, 2018 and end December 7, 2018. This time frame would allow for the 10 day protest period to end sometime around December 24th. This would allow the results to be certified the first week of January. Chief Streator felt this timing would work. The Clerk reported an advertising budget of \$600.00 and an exam budget of \$1000.00.

Motion: Chairman Orille made a motion to approve the budget for the Dispatcher/Records Clerk and to engage Ramsey & Associates as the test administrators. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

2. ALRW

The Clerk reported Todd Danielson, Chief Utilities Executive, had reviewed the current applications they had for Customer Service Clerk. They have chosen a candidate, Heather Barnes. She is set to start the position November 26th.

Motion: Chairman Orille made a motion to certify Heather Barnes to the Customer Service Clerk. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

3. Class Plan

Secretary Olijar reviewed with Chief Streator the documentation the Commission will want to see when they visit for the audit. Items included are the department's

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Organizational Chart, Promotions, Job Descriptions, and Authorized Number of Employees. The Commission will meet with Chief Streater December 5, 2018.

Meeting was adjourned at 5:22 p.m.

Respectfully submitted,
Joy Presley, Clerk