

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 22-12

January 27, 2022

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Berry Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The February meeting of the Civil Service Commission will be held at 11:30 a.m., February 01, 2022, in the Human Resources Department at the Decatur Civic Center. Please notify Human Resources prior to the meeting at 424-2805 to confirm your attendance. Attendees will be required to wear a mask and follow social distancing practices.

- I. Call to order
- II. Roll Call
- III. Appearance of Citizens
Each citizen speaking will be limited to one appearance of up to 3 minutes.
- IV. Approval of January 13, 2021 Regular Meeting Minutes
- V. Recess to Closed Session under Open Meetings Act 5 ILCS 120/2(c) to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees
- VI. Return to Open Session
- VII. Unfinished Business
 - A. Final Scores & Eligible Register for Service Worker
 - B. Final Scores & Eligible Register for Maintenance Mechanic I
- VIII. New Business
 - A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Office Support Representative
 - B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Account Clerk II
 - C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Police Patrol Officer
 - D. Authorization Request to Approve Job Description for Permit Technician
 - E. Authorization Request to Approve Revised Job Description for Plan Examiner
 - F. Authorization Request to Approve Job Description for Housing Rehabilitation Specialist

G. Receiving and Filing of Personnel Actions

IX. Other Business

X. Adjournment