

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 22-02

January 11, 2022

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Genny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The January meeting of the Civil Service Commission will be held at 11:30 a.m., January 13, 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 December 7, 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 & Promotional Register for Fire Captain
- VIII. New Business
 - A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Maintenance Mechanic I
 - B. Authorization Request to Approve Job Announcement & Establish Promotional Register for Police Sergeant
 - C. Receiving and Filing of Personnel Actions
- IX. Other Business
- X. Adjournment

FIRE CAPTAIN PROMOTIONAL

01-13-22

Last Name	First Init.	Seniority Years	Seniority Points	Oral Interview		Oral Interview Score	Ascertained Merit Points	Written Test		Total Preliminary Score	Veteran Points	Final Score	Ranking
				Raw Score	Score			Raw Score	Score				
Eversole	B	14	7.00	89.50	17.90	10.00	90.00	54.00	88.90	0	88.90	1	
Maldonado	A	13	6.50	87.50	17.50	10.00	85.00	51.00	85.00	0	85.00	2	
Lay	T	12	6.00	82.00	16.40	10.00	85.00	51.00	83.40	0	83.40	3	
Jackson	J	13	6.50	73.50	14.70	10.00	84.00	50.40	81.60	0	81.60	4	



CITY OF DECATUR
invites applications for the position of:

Maintenance Mechanic I

SALARY: \$23.05 Hourly
DEPARTMENT: Public Works - Union
OPENING DATE: 12/17/21
CLOSING DATE: 01/03/22 11:59 PM
JOB SUMMARY:

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the position of Maintenance Mechanic I. There is currently one position available in the Public Works Department, Water Production Division. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

NATURE OF WORK

Work involves the performance of skilled mechanical, electrical, hydraulic, pneumatic and maintenance trade work in the troubleshooting, repair, installation and maintenance of complex water treatment equipment, processes and facilities. Assignments may also include work as a relief Water Plant Operator I.

SUPERVISION RECEIVED

Work is performed independently under the general supervision of a Maintenance Mechanic II and/or Water Production Maintenance Supervisor and is reviewed upon completion, through incidental inspections, records maintained and general observation for adherence to instructions and maintenance standards.

*** The City of Decatur is a drug free workplace. This includes marijuana. Candidates will be subject to a pre-employment drug screen, physical and background check post-offer.**

MAJOR DUTIES:

EXAMPLES OF WORK (typical work examples, but not limited to the following)

1. Replaces bearings and shafts in treatment equipment; adjusts machine belts; greases bearings; installs electrical wiring and controls and performs related preventive maintenance tasks.
2. Performs electrical work and welding on mechanical components and equipment; repairs or replaces pumps; repairs or replaces building heaters and performs other mechanical, electrical, hydraulic, pneumatic and maintenance tasks.
3. Makes plumbing repairs; changes water lines and installs new plumbing components.
4. Cleans and properly maintains tools, equipment and work areas.
5. May work as a relief Water Plant Operator I on an intermittent basis.
6. Performs related work and other duties as assigned.

KNOWLEDGE & SKILLS:

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of the practices, work methods, tools and equipment used in the mechanical, electrical, hydraulic, pneumatic and maintenance work trade.
2. Knowledge of the occupational hazards and safety precautions necessary in mechanical, electrical, hydraulic, pneumatic and maintenance trades work.
3. Knowledge of welding, including arc, acetylene and torch work.
4. Skill in the use and care of welding equipment.
5. Ability to understand and follow oral and written instructions.
6. Ability to understand and properly perform lock out tag out safety procedures and practices.
7. Ability to respond to after-hours Water Production Division emergencies in a timely manner.
8. Skill in the use and care of standard maintenance tools and machine shop equipment.
9. Knowledge of mathematics necessary to perform assigned tasks accurately.
10. Ability to read and understand blue prints, schematic diagrams, operation and maintenance manuals, manufacturers' instructions and related documents in print and electronic formats.
11. Ability to maintain records, inventories, system logs, work orders, equipment and repair manuals, and related documents in print and electronic formats.
12. Ability to work accurately, efficiently and safely, both independently and as a crew member.
13. Ability to accurately and efficiently operate standard computer work stations and software.
14. Ability to work on and around water
15. Ability to swim
16. Ability to climb and maintain water towers infrequently and occasionally

REQUIRED TRAINING AND EXPERIENCE:

Graduation from high school or vocational school, supplemented by an approved apprenticeship in mechanical or electrical trades work or commercial or industrial maintenance certification; four years' experience in mechanical or electrical trades, commercial or industrial maintenance work; HVAC (heating, ventilating and air conditioning) experience; or any equivalent combination of training and experience. Must possess a valid State of Illinois Class D driver's license or equivalent.

SUPPLEMENTAL INFORMATION:**EXAMINATION PROCESS**

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

- 1) **Written Examination**. All applicants must take a written examination. Applicants are required to score at least 70.00% on the written examination.
- 2) **Oral Interview**. All applicants passing the written examination will be invited for an oral interview. Applicants are required to pass the oral interview with a score of at least 70.00% in order to be placed on the eligible register.
- 3) **Veteran Points**: Eligible veterans may receive 5 veteran preference points added to their final examination score.
- 4) **Physical Examination & Background Investigation**: Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment. Applicants will also be subject to a background investigation. Final appointment is contingent upon the passing of all of these

components.

RESIDENCY

The Maintenance Mechanic I position is covered under the American Federation of State, County and Municipal Employees (AFSCME) collective bargaining agreement. AFSCME employees appointed in the classified services shall reside within the corporate limits of Macon County, or within the corporate limits of any municipality extending into Macon County. Upon original appointment, an appointee may reside outside said limits but shall be required as a condition of continued employment to comply with said residency requirement no later than ninety (90) days after the completion of said appointee's probationary period.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decaturil>

Position #18-00151
MAINTENANCE MECHANIC I
AR

#1 Gary K. Anderson Plaza
Decatur, IL 62523
217-424-2805



CITY OF DECATUR
invites applications for the position of:

Police Sergeant

SALARY: \$96,113.54 - \$102,869.54 Annually

DEPARTMENT: Police - Union

OPENING DATE: 01/10/22

CLOSING DATE: 02/25/22 11:59 PM

JOB SUMMARY:

The Civil Service Commission of the City of Decatur will conduct a closed promotional examination and establish a promotional register for the above classification. Applications will be accepted online at <https://www.governmentjobs.com/careers/decatu/il/promotionaljobs>. The deadline to apply is **Friday, February 25, 2022**. To be eligible for education points, the written request for, and proof of, education credit shall be submitted to Human Resources by the application deadline. To be eligible for veteran points, the written request for the preference and the proof of military service shall be submitted to Human Resources by the application deadline.

ELIGIBILITY

This examination is open to all persons in the classified police service who, as of February 25, 2022, will have served at least seven (7) years as a sworn police officer with the Decatur Police Department. Up to two years of service as a sworn officer in another jurisdiction will be counted toward the seven years.

PROMOTIONAL REGISTER

Persons passing the selection process will be placed on a Civil Service promotional register which will be used for a period of two years or until exhausted. Vacancies in this classification will be filled in accordance with Civil Service Rule #6-4.

MAJOR DUTIES:

NATURE OF WORK

Police Sergeants are required to demonstrate their ability to perform all duties required of a Police Patrol Officer and may be called upon to perform those duties in addition to the supervisory duties required. Police Sergeants must be able to patrol on foot or in a patrol car to control traffic, prevent crime or disturbance of peace, to respond to calls-for-service, to investigate criminal incidents, and to identify and arrest violators by performing the duties listed on the job description. Police Sergeants have primary responsibility for first line supervision of all police patrol activities. Duties involve an element of personal danger and require that Police Sergeants act without direct supervision and exercise independent judgment in meeting emergencies.

KNOWLEDGE & SKILLS:

1. Reading: Ability to read, analyze and interpret, statutory and case law, police reports, department policy, professional journals, technical procedures, or governmental regulations.
2. Speaking: Ability to interview and interrogate witnesses and suspects according to established Police Department guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and /or community issues.
3. Writing: Ability to write effective, clear and concise police reports according to established Police Department guidelines. Ability to write inter and intra-agency staff reports, memoranda and correspondence. Ability to write effective employee evaluation appraisals and staff reports to Patrol Division administrator.
4. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
5. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions.
6. Must possess basic typing and keyboarding skills for utilization with a manual or electric typewriter and computer keyboard.
7. Ability to utilize computer software to include but not limited to; Lotus cc:Mail, Mobile Display Computer (CAD/LEADS) and, PC based word processing.
8. Must have a familiarity with legal terms utilized in daily law enforcement operation.
9. Ability to utilize specific investigative training to include but not limited to; crime scene processing, interviewing and interrogation, photography, and fingerprint work.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS

1) **Oral Examination:** The oral examination will be conducted in the Chief's Conference Room at the Decatur Police Department the week of March 7, 2022. The oral examination shall constitute 25 points of the final grade.

2) **Written Examination:** The written examination will be given at **9:00 a.m., Friday, March 25, 2022**, in the Human Resources Office, Second Floor of the Decatur Civic Center, One Gary K. Anderson Plaza, Decatur, Illinois. The doors will open at 8:30 am. **Examinees will be required to present a photo ID (e.g. driver's license) at the time of the test.** This examination will conclude at approximately 1:30 pm. The written examination shall constitute 50 points of the final grade. Personnel on duty that day may make arrangements for time off to take the exam.

Study materials for the written and oral examinations will be provided by the City through the shared LEC Police folder and will include the DPD Policy Manual, City of Decatur Ordinances, DPD Monthly training questions and Court Smart updates.

3) **Evaluation of Work Record:** Evaluation of work record shall constitute 20 points of the final grade.

4) **Seniority Points:** Seniority points will be awarded at the rate of 0.25% for each year of service up to 20 years. Seniority points will constitute 5 points of the final grade. Seniority points shall be calculated as of the date of the application deadline.

5) **Veteran Points:** The written request for the preference and the proof of military service shall be submitted to Human Resources by the application deadline.

6) **Education Points:** Persons who have earned a university or college degree or completed credit hours at an accredited institution of higher learning such as a university, college or junior college shall receive preference for promotions to positions in the classified service in the same manner as such preference is awarded for military service and in the amounts set out herein:

Associates degree, or sixty (60) college credit hours	2.5 points
Bachelor's degree	5.0 points

Five (5.0) points is the maximum total number of points that may be awarded. The written request for, and proof of, education credit shall be submitted to Human Resources by the application deadline.

PROBATIONARY PERIOD

Persons appointed to the rank of Police Sergeant will serve a probationary period of six months. If they do not successfully complete the probationary period, they may be removed to their previous rank by and with the consent of the Civil Service Commission.

To Apply:

Please visit this link <https://www.governmentjobs.com/careers/decatuрил/promotionaljobs>. You will have to create a user name and ID to apply for the position.

The link below does not apply to your application process.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decatuрил>

Position #18-00153
 POLICE SERGEANT
 AR

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 Decatur, IL 62523
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