

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 22-57

September 29, 2022

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Benny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The October meeting of the Civil Service Commission will be held at 11:30 a.m., October 4, 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.

- 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 August 2, 2022, 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 Housing Rehabilitation Specialist
- VIII. New Business
  - A. Authorization Request to Approve Job Announcement & Establish Lateral Transfer Register for Police Patrol Officer
  - B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Housing Rehabilitation Specialist
  - C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Assistant (Half-Time) - Internal
  - D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Assistant (Half-Time)
  - E. Authorization Request to Approve Job Description for Instrumentation and Controls Technician
  - F. Authorization Request to Approve Job Description for Parking Enforcement Officer

G. Election of Civil Service Officers

H. Proposal to Amend Civil Service Rules

Rule 1-1, Definitions

Rule 5-3, Lateral Transfer Register

Rule 7-1, Probation Upon Appointment from an Eligible or a Lateral  
Transfer Register

Rule 13-2, Voluntary Demotion

Rule 13-3, Voluntary Demotion Probationary Period

I. Receiving and Filing of Personnel Actions

IX. Other Business

X. Adjournment