

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 23-14

March 31, 2023

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Penny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The April meeting of the Civil Service Commission will be held at 11:30 a.m., April 4, 2023, 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 March 7, 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 Office Support Representative
  - B. Final Scores & Eligible Register for Account Clerk II
  - C. Final Scores & Eligible Register for Police Patrol Officer
  - D. Final Scores & Promotional Register for Crew Chief – Municipal Services
- VIII. New Business
  - A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Clerk I Full-Time (Internal)
  - B. Authorization Request to Approve Job Announcement & Establish Promotional Register for Crew Chief – Water Services
  - C. Authorization Request to Approve Job Announcement & Establish Promotional Register for Fire Lieutenant
  - D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Clerk I Full-Time
  - E. Receiving and Filing of Personnel Actions
- IX. Other Business
- X. Adjournment