

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 23-20

April 27, 2023

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Genny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The May meeting of the Civil Service Commission will be held at 11:30 a.m., May 2, 2023, in the Human Resources Department at the Decatur Civic Center. Please notify Human Resources prior to the meeting at 217 424-2805 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 April 4, 2023, 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 & Lateral Transfer Register for Police Patrol Officer
 - B. Final Scores & Eligible Register for Library Clerk I (Full-Time)
 - C. Final Scores & Promotional Register for Crew Chief – Water Services
- VIII. New Business
 - A. Authorization Request to Approve Customer Payment Specialist Job Description
 - B. Authorization Request to Approve Utility Customer Service Representative Job Description
 - C. Authorization Request to Approve Job Announcement for Library Assistant - Full Time (Internal/Transfer)
 - D. Receiving and Filing of Personnel Actions
- IX. Other Business
- X. Adjournment