

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 23-41

August 31, 2023

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Penny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The September meeting of the Civil Service Commission will be held at 11:30 a.m., September 5, 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 August 1, 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 and Eligible Register for Laboratory Technician
 - B. Final Scores and Eligible Register for Maintenance Technician I
 - C. Final Scores and Eligible Register for Water Plant Operator III
 - D. Final Scores and Promotional Register for Equipment Operator - Municipal Services
 - E. Final Scores and Promotional Register for Equipment Operator - Water Services
 - F. Final Scores and Promotional Register for Police Sergeant
 - G. Final Scores and Promotional Register for Crew Chief – Water Services
 - H. Adoption of Proposal to Amend Civil Service Rules
Rule 5-4, Reinstatement Registers

VIII. New Business

- A. Authorization Request to Approve Job Announcement for Library Assistant – Half time (Internal/Transfer)
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Utility Customer Service Representative
- C. Authorization Request to Approve Job Announcement & Establish Promotional Register for Equipment Operator – Water Services
- D. Authorization Request to Approve Job Announcement & Establish Promotional Register for Engineering Technician III
- E. Authorization Request to Approve Job Announcement & Establish Eligible Register for Accounting Assistant
- F. Authorization Request to Approve Job Announcement & Establish Eligible Register for Network Support Specialist
- G. Election of Officers
- H. Receiving and Filing of Personnel Actions

IX. Other Business

X. Adjournment