

CIVIL SERVICE COMMISSION  
MEMORANDUM NO. 24-02

January 05, 2024

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Penny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The January meeting of the Civil Service Commission will be held at 11:30 a.m., January 10, 2024, 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 December 5, 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 & Eligible Register for Customer Payment Specialist
  - B. Final Scores & Eligible Register for Network Support Specialist (Help Desk Specialist)
  - C. Final Scores & Promotional Register for Senior Utility Customer Service Representative
- VIII. New Business
  - A. Authorization Request to Approve Revision to Utility Customer Service Representative Job Description
  - B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Equipment Operator - Water Services
  - C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Buyer
  - D. Authorization Request to Approve Job Announcement & Establish Promotional Register for Fire Inspector
  - E. Authorization Request to Approve Job Announcement & Establish Promotional Register for Engineering Tech II

F. Receiving and Filing of Personnel Actions

IX. Other Business

X. Adjournment