

CIVIL SERVICE COMMISSION
MINUTES
SPECIAL MEETING
MAY 7, 2003
6:00 P.M.
CIVIL SERVICE CONFERENCE ROOM
3RD FLOOR, CITY HALL

Roll Call

In attendance: Chairman Michael Finn, Comm. Wendy Kuhn, Chief Examiner Julio Lopez, and Joanne Lynch, President DMEA.

NEW BUSINESS:

Information on Positions:

Julio Lopez gave the Commission the following information:

Police Officer – Test Date & Pre-test Date Scheduled Pretest – May 13th, Rogers Park Middle School. The written test will be held on Saturday, May 31st, Rogers Park at 8:30 A.M.

Senior Lab Technician/Lab Technician – Test Date will be May 21st, Rogers Park.

Asst. Manager Information Technology – Eligibility List. The Mayor has received the eligibility list, and interviews will be set up with the Department Head.

The Commission members reviewed the following applications:

Executive Secretary – Closed 05/05/03. The Commission reviewed the applications. Letters will be sent to the applicants who did not meet the minimum qualifications.

Account Clerk II – The Commission reviewed the applications and voted on whether the applicants met the minimum qualifications. Candidates that did not meet the minimum qualifications will be sent letters.

Claims Processor – Joanne Lynch explained to the Commission the knowledge of Workers Compensation needed for the position. The Commission established 11 candidates met the qualifications to take the test.

Comm. Kuhn asked if the tests given for the individual positions relate to the jobs. Julio Lopez stated that each test chosen is as close to the requirements of the job as possible. Input from the department to enhance the test does occur if needed.

Minutes

Chairman Finn made a motion to accept May 6, 2003 minutes. Seconded by Comm. Kuhn. Motion passed unanimously.

OLD BUSINESS:

DMEA, Local 760 vs. Civil Service Commission

Joanne Lynch explained that response has to occur by 90 days which is May 26th; if no resolution occurs, then arbitration will determine what will happen.

Chairman Finn will ask the Mayor what direction the City will take. Attorney Saranne Murray is representing the City.

Comm. Kuhn made a motion to adjourn at 7:13 P.M. Seconded by Chairman Finn. Motion passed unanimously.