

CIVIL SERVICE COMMISSION ELIGIBILITY LIST INFORMATIONAL HANDOUT

This handout is provided for information purposes only, and should not be construed as official rules or policies of the Civil Service Commission or the City of Collinsville.

The Civil Service Commission (CSC) is responsible for the examination, appointment, and discharge of all civil service positions within the City of Collinsville. The process requires that an "eligibility list" be created, which is a list of applicants that have qualified for that particular position. As vacancies occur, those on the list are "certified" for hire by the Commission, in order.

When an eligibility list is to be created, advertisements may be placed in any of the following publications: Collinsville Herald on Sunday, Wednesday, and Thursday; in the Belleville News Democrat on Sunday; and, if appropriate and necessary, in the St. Louis Post Dispatch or an applicable trade magazine or newspaper.

Applications are required, and can be obtained at City Hall only during the advertised period. Applications received are reviewed by the Commission and applicants are notified in writing whether or not they are eligible for testing/and or interview for the position. Applicants who do not meet the minimum requirements specified in the job advertisements are immediately eliminated, so it is very important for an applicant to review the job ad and describe, in full, how he/she qualifies for the position. Applicants should indicate on the application whether they would accept full-time, part-time, or either part or full time work. An applicant checking only full-time work would not be offered a part time position, and vice versa.

Testing is normally held at Collinsville City Hall, but may be held at any location, to be determined by the Commission. Test are *job specific* (i.e. they are not standardized civil service test that can be studied for at the library), and may be written, verbal, or hands-on (such as a test on heavy equipment), or a combination thereof. Interviews are conducted by the Commission, based on the applicants' score on the test.

After all qualified applicants have been tested and interviewed; the list is created, ranking applicants in order based on the overall scores. Applicants are then notified in writing of their status on the list, and may claim military preference points if applicable. (Military points may be awarded automatically, based on the applicant's written statement on the application.) The list is posted at City Hall, and is normally valid for 2 years.

As a vacancy occurs in a particular position, the first applicant is contacted, and may accept or refuse the position at that time. A refusal will result in the name being removed from the list and that applicant receiving no further consideration. The second applicant is then notified, and so on, until all existing vacancies are filled. The applicant accepting the position will be required to successfully complete a physical, drug screen, reference /background check, and driver's license check if applicable. Applicants for positions which require CDL licenses will be required to release drug and alcohol testing information from previous employers.

At the end of the two year period, or when the list is exhausted, whichever comes first, the list will be disregarded and another will be created.

RETURN APPLICATION TO CITY HALL

THIS APPLICATION MUST BE MAILED TO THE FOLLOWING ADDRESS:
ATTENTION HUMAN RESOURCES DEPARTMENT 125 S. CENTER ST, COLLINSVILLE, IL. 62234
MUST BE POSTMARKED NO LATER THAN DATE SPECIFIED IN JOB AD