

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**

**Meeting of April 20, 2000**

Commission members present: Paul Parker, Gene Shove and Chairman, John Carson.

Staff members present: Ron Gremore, Personnel Manager, Fire Chief Rex Mundt, Division Chief Matt Weber, Company Officer Bob Mullins and Police Lieutenant Jim Page.

There being a quorum, the meeting was called to order at 3:10 p.m. by Commissioner Carson.

- I. APPROVAL OF THE MINUTES - The minutes of the January 20, 2000 meeting were approved.
- II. De-certification of stale Civil Service Registers – The Personnel Manager presented a request to the Commission to de-certify Civil Engineer register because it was found to be invalid given the unavailability and/or current qualifications of candidates. After reviewing memo and request from Bill Gray, the Commission approved of the de-certification.
- III. Revision of Job Descriptions – The Personnel Manager presented the Commission with proposed revisions to two job descriptions: 1) Civil Engineer – Transportation and 2) Evidence Technician. After reviewing the detailed changes with the Personnel Manager regarding the Civil Engineer and Lieutenant Jim Page for Evidence Technician, the Commission approved the revised job descriptions as presented.
- IV. Police Civil Service Register – The Personnel Manager provided the Commission with an updated report on the status of the newly approved Police Officer Register.
- V. Experienced Police Services Representative's qualifying criteria – The Personnel Manager presented the Commission with a request to clarify the certifying qualification for an Experienced Police Services Representative. An explanation from the Personnel Manager and Lt. Jim Page was provided regarding a candidate who had 1 year and 11 months of continuous experience, had been LEADS certified and has had 217 hours of part time work experience with the Urbana Police Department. The Commission ruled that in a case such as this a candidate was in “substantial compliance” with the intent of the requirements. Therefore they would be eligible for placement in the qualified pool of candidates for consideration for employment by the Appointing Authority.
- VI. Fire Fighter Entry level requirements – The commission received a report from the Secretary and the Urbana Fire Chief Rex Mundt on a recent study by an ad hoc committee on the requirements to qualify to test for the position of Fire Fighter (attached). After considerable discussion between Personnel Manager, the Fire Chief, Division Chief Matt Weber, Company Officer Bob Mullins and the Commissioners, the job description and entry-level requirements were approved as amended by the Commission.

The two amendments made by the Commission to the proposed revised job description for Fire Fighter were:

- Must be 18 years of age at the date of the written examination and be between the age of 18 and 35 years of age prior to appointment.
- Must maintain physical fitness requirements including but not limited to vision and hearing standards to assure satisfactory performance of essential functions of the job as established by the Urbana Civil Service Commission.

With these two amendments, the Commission approved the revised Fire Fighter job description as presented by the Fire Chief and Personnel Manager.

There being no further business to come before the Commission at this time, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager