

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**  
**Meeting of December 5, 2000**

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

Staff members present: Ron Gremore, Personnel Manager, Fire Chief Rex Mundt, Police Chief Eddie Adair, Grants Manager Bob Grewe and Fire Fighter Lee Buxton.

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 April 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 Police Services Representative and Arbor Tech registers because they were found to be invalid given the unavailability and/or current qualifications of candidates. After reviewing memo and request from Mike Brunk and hearing from Chief Adair, the Commission approved of the de-certifications.
- III. Revision of Job Descriptions – The Personnel Manager presented the Commission with proposed revisions to three job descriptions: 1) Engineering Information Tech, 2) Clerk Typist and 3) UPTV Coordinator. After reviewing the detailed changes with the Personnel Manager the Commission approved the revised job descriptions as presented.
- IV. Police Corp. Cadets – Chief Adair presented the Commission with a proposal to fill vacant Police Officer openings with candidates through the Police Corp. Academy (See attached). Chief Adair explained that the current City Civil Service Rules and Code do not clearly authorize such appointments. The Chief requested support from the Commission to pursue this hiring option, which may require action by Urbana City Council. The Commission endorsed the Chief's efforts and proposal.
- V. Recognition of Gene Shove – In consideration of the contribution made to the Urbana Civil Service Commission and his service to the City of Urbana, the Commission directed the secretary to send a letter to Gene's wife recognizing him for his work on behalf of the City.
- VI. Fire Fighter Entry Requirements – Chief Mundt provided the Commission with an advance notice that he would be preparing a proposal to raise the entry-level standards/requirements for qualifying to test for a position of Fire Fighter. After hearing the Chief's plan and his basis for pursuing such a change, the Commission reported that they would encourage his efforts.

There being no further business to come before the Commission at this time, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager