

CITY OF URBANA
CIVIL SERVICE COMMISSION

Meeting of May 30, 2001

Commission members present: Chairman, John Carson and Ron Gerrietts.

Staff members present: Ron Gremore, Personnel Manager, Police Chief Eddie Adair and Jim Kelly, Operations Manager, Public Works.

There being a quorum, the meeting was called to order at 3:10 p.m. by Commissioner Carson and Commissioner Gerrietts was acknowledged as the new appointee and welcomed.

- I. APPROVAL OF THE MINUTES - The minutes of the December 5, 2000 meeting were approved.
- II. De-certification of stale Civil Service Registers – The Personnel Manager presented a request to the Commission to de-certify Electrician and Maintenance Worker registers because they were found to be invalid given the unavailability and/or current qualifications of candidates. After reviewing memo and request from Ron Gremore and hearing from Jim Kelly, the Commission approved of the de-certifications. (See attached memo)
- III. Revision of Job Descriptions – The Personnel Manager presented the Commission with proposed revisions to two job descriptions: 1) Parking Enforcement Supervisor and 2) Fleet Manager. After reviewing the detailed changes with the Personnel Manager the Commission approved the revised job descriptions as presented. (It should be noted that the Fleet Manager position is not Civil Service).
- IV. Police Corp. Cadets – Chief Adair provided the Commission with an update on the status of the Police Corp. Candidate Program.
- V. Annual Report - The Commission was provided with the 2000 statistical report. Chairman Carson signed the document, which will be forwarded to the Mayor. (Copy attached)
- VI. Creation of new job descriptions – The Personnel Manager presented the Commission with drafts of two new job descriptions: Tool Room Clerk (Full-time) and Parking Enforcement Officer (Full-time). It was reported to the Commission that these positions were incorporated in the FY 2001/02 Budget. Should Urbana's City Council approve these budgeted positions, these positions would have Civil Service status and thus would come under the governance/purview of the Commission. After hearing further explanation from Chief Adair and Jim Kelly relative to these positions, the Commission granted their approval.

There being no further business to come before the Commission at this time, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Ronald R. Gremore
Personnel Manager