

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

**Meeting of March 25, 2002**

Commission members present: Paul Parker and Ron Gerrietts.

Staff members present: Ron Gremore, Personnel Manager, Bill Gray, Director of Public Works and Assistant City Attorney, Steve Holz.

There being a quorum, the meeting was called to order at 3:15 p.m. by Commissioner Parker. In absence of Chairman Carson, Commissioner Parker chaired the meeting.

- I. APPROVAL OF THE MINUTES - The minutes of the January 17, 2002 meeting were approved.
- II. Change in Job Description- At the request of Bill Gray, Director of Public Works, the Commission approved a revision of the job description for the position of Assistant to the Public Works Director. (attached)
- III. Appointment of Employee to Position of Assistant to the Public Works Director- At the request of Bill Gray, the Commission approved the appointment of Barb Stiehl to the position of Assistant to the Public Works Director. Director Gray requested that the employee be "grandmothered" into the position because she has been doing the job effectively throughout this past 6 months as a result of major changes in the Department and major staff shortage since the resignation of Glenn Berman. Director Gray provided the Commission with his rational/justification and a copy of the employee's performance record. (attached)
- IV. Review of Transition Process: The Personnel Manager presented the Commission with a progress report on the transition process from the pre-February 2002 code to the new Civil Service Code. The Personnel Manager along with Bill Gray, Public Works Director explained what has been adopted as the Internal Job Bid Process for seasonal, temporary and P.T. employees as a standard procedure for screening and selecting candidates. (see attached) The Commission endorsed this procedure.
- V. Amendments to Civil Service Rules: The Personnel Manager, Ron Gremore and the Assistant City Attorney, Steve Holz presented the Commission with multiple amendments to the rules to ensure that the rules and procedures followed by the Commission and their agent complied with and complimented the Civil Service Code recently adopted by the Urbana City Council (attached). After review, clarification and discussion, the Commission approved these amendments and certified the adoption and incorporation into their rules per Rule 15.1. The Commission directed the Secretary to spread these amendments upon the minutes, and established a fixed date of April 2, 2002 for approval.
- VI. Review of criteria/procedure for Residency Bonus points: Pursuant to rule 6.5 (a) and Section 2.10 of Code the Personnel Manager presented the Commission with a proposed procedure and criteria for processing and approved residency bonus points from eligible candidates. The Commission endorsed this process and noted that the Personnel Manager may proceed administratively to grant such points to all eligible candidates.
- VII. 2001 Annual Statistical Report: The Personnel Manager deferred this presentation until the next scheduled meeting of the Commission.

- VIII. Civil Service Termination Hearing: The Commission was advised by the Personnel Manager and the Assistant City Attorney that the hearing was scheduled for 10:00 a.m. on April 4, 2002. The Commission was advised of the administrative procedure that would be utilized by the Commission.
- IX. Arbor Technician Exam Scores: The Personnel Manager presented the Commission with the exam scores from the Arbor Tech candidates. The Commission established a passing score of 70%, which certified two out of five candidates for the register. It was noted that 5 points would be added to any eligible candidate who qualified for residency points. It was further noted that if the appointing authority was not able to select a candidate from the two certified that they would review a de-certification of this register at a subsequent meeting.

There being no further business to come before the Commission at this time, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager