

**CITY OF URBANA  
CIVIL SERVICE COMMISSION  
Meeting of June 16, 2005**

Commission members present: Paul Parker, Ron Gerrietts and Willard Broom

Staff members present: Mona Shannon, Personnel Manager

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

- I. **APPROVAL OF THE MINUTES**- The minutes of the February 17, 2005 meeting were approved.
  
- II. **CIVIL ENGINEER-TRANSPORTATION** - A revised position description was unanimously approved by the Commissioners.
  
- III. **MERIT QUALIFICATIONS** - The Commission and Ms. Shannon discussed some of the alternative appropriate methods in which the past performance and/or conduct of candidates can be considered during the Civil Service selection process.
  
- IV. **POLICE OFFICER REGISTER** - The Commission authorized Ms. Shannon to strike non-current names from the Police Officer register.
  
- V. **APPOINTMENT PROCEDURES FOR PART-TIME CIVIL SERVICE JOBS** – The Commissioners concurred that procedures are not needed at this time since there aren't any part-time employees averaging over 35 hours per week on a regular basis.

There being no further business to come before the Commission at this time, the meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Mona Shannon  
Personnel Manager