

MINUTES OF THE  
May 18, 2006  
URBANA CIVIL SERVICE COMMISSION MEETING

Commission members present: Paul Parker and Willard Broom

Staff members present: Mona Shannon, Personnel Manager

There being a quorum, the meeting was called to order by Commissioner Parker at 3:02 p.m.

1. Approval of the Minutes of the February 16, 2006 Civil Service Meeting- The minutes were approved.
2. Revision of Legal Secretary position description and title- Revisions were approved. Title was changed to Legal Assistant and Division Secretary.
3. Civil Service Updates – Ms. Shannon briefed the Commissioners concerning staffing changes; the Legal Assistant and Division Secretary exam and the potential need to revise the advertised requirements of this exam to increase the pool; and the Police Department's efforts to use effective testing and recruitment to increase the diversity among sworn personnel.
4. Striking names from registers- Per the request of the Police Chief and the Personnel Manager, the Commissioners struck all of the names of police officer candidates who took the video exam on February 5, 2005.

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

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Mona L. Shannon  
Secretary, Civil Service Commission

Called by the Commission