

MINUTES OF THE
September 14, 2006
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission

Commission members present: Paul Parker and Willard Broom

Staff members present: Mona Shannon, Personnel Manager; Vacellia Clark, Human Relations Officer (incoming Personnel Manager); Ron Eldridge, Finance Director

There being a quorum, the meeting was called to order by Commissioner Parker at 1:05 p.m.

1. Approval of the Minutes of the July 27, 2006 Civil Service Meeting- The minutes were approved by the Commissioners.
2. Approval of two civil service job descriptions and authorization of internal posting – The Commission approved the position descriptions and internal hiring process for a Computer Systems Specialist and a Web Documents Coordinator position. Both positions are currently occupied by part-time non-civil service employees. Both jobs will be converted to fulltime civil service jobs. Per City Code 2-99 (12), the civil service jobs will be posted for five work days and will be open to current part-time employees who meet the qualifications.
3. Revise titles of civil service jobs – The Commission approved a change in job titles from Legal Assistant to Paralegal and a change from Legal Assistant and Division Secretary to Legal Secretary/Assistant.
4. Strike names from register – Per the request of the Police Chief and the Personnel Manager, the Commission struck the names of all of the Police Officer candidates who took the video exam on August 20, 2005 and were interviewed by the Police panel.
5. Establish exam passing scores – The Commission approved the use of new cut off score for the Frontline Video exam. The new passing score is 158 raw/56 standard score. The new score will be applicable to all candidates who tested on or after August 20, 2005. These candidates will be notified of their eligibility and their names will be added to the current register.

6. Clarification of minimum number of candidates to be referred for multiple vacancies
The Commissioners reviewed the historic rules regarding referral of candidates for multiple vacancies. The Commission agreed that Rule 8.2 requires that a minimum of 30 candidates be referred to the Appointing Authority for consideration for **each** vacancy. After the first candidate is selected another referral of 30 candidates must be certified for the next vacancy. This certification will include the remaining 29 candidates, plus one more. The Commission agreed that multiple vacancies could be filled by one certification provided that a minimum of 30 candidates, plus one additional candidate per vacancy, are referred. This approach has been used historically.

There being no further business to come before the Commission at this time, the meeting was adjourned at 2:00 p.m.

Mona L. Shannon
Secretary, Civil Service Commission