

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**  
**Meeting of January 17, 2002**

Commission members present: Paul Parker and Ron Gerrietts.

Staff members present: Ron Gremore, Personnel Manager, Police Chief Eddie Adair and Libby Tyler, Director of Community Development.

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 October 25, 2001 meeting were approved.
- II. Agenda was amended to include several additional items including a) change in position title, b) "Grandmothering" of employee into secretary job and c) "Grandfathering" employee into position of Senior Planner.
- III. Extension of Probationary Period for Police Officer- This was removed from agenda at request of Chief Adair.
- IV. Review of Proposal to amend City Civil Service Code (Attached)- The Personnel Manager of the City presented a draft of amendments to the City's Civil Service Code that are currently being considered by Urbana City Council. After a brief discussion and review the Personnel Manager reported that he would draft a proposed set of amendments to the current rules for Commission consideration and actions. This plan is based upon the anticipated council passage of the attached code changes.
- V. Change in Title- At the request of Libby Tyler, Director of C.D./City Planner, the Commission approved a change in title of Assistant City Planner to Planning Manager.
- VI. Appointment of Employee to Secretary Vacancy- At the request of C.D. Director/City Planner, the Commission approved the appointment of Ms. Teresa Hayn to the position of Secretary. Director Tyler requested that the employee be "grandmothered" into the position because she has been doing the job effectively throughout this past year as a result of major changes in the Department and major staff shortage since the resignation of the former Director and the former Secretary to the Department Head. Director Tyler provided the Commission with her rational/justification and a copy of the employee's performance record. (attached)
- VII. Appointment of Employee to Senior Planner Vacancy- At the request of the C.D. Director/City Planner, the Commission approved the appointment of Tim Ross to the position of Senior Planner. Director Tyler requested that the employee be "grandfathered" into this position because he has been performing the job successfully throughout this past year as a result of major changes in the Department and because of major shortages in the Planning Staff since the resignation of the former City Planner. Director Tyler provided the Commission with her justification for this recommendation along with a copy of Tim's performance appraisal relative to

this position. (copies attached) The Personnel Manager advised the Commission that this request along with the Secretary's was endorsed by the City's CAO and has been brought because of the changes and shortages of professional support staff over the past year. It was explained by both the Personnel Manager and the C.D. Director that this action would not have been brought had 2001 been a normal full staffing year in C.D.

- VIII. The Commission was advised of a recommendation from the Chief of Police to terminate a Police Officer. The Commission was further advised of the employee's expressed interest in appealing this decision to the Commission. The Commission agreed to discuss the procedural aspects of this action in a closed session following the adjournment of this meeting.

There being no further business to come before the Commission at this time, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager