

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**  
**Meeting of January 20, 2000**

Commission members present: Paul Parker, Gene Shove and Chairman, John Carson.

Staff members present: Ron Gremore, Personnel Manager and Police Chief Eddie Adair.

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

- I. APPROVAL OF THE MINUTES - The minutes of the October 12, 1999 meeting were approved.
- II. 1999 Annual Report – Commission received, reviewed and approved 1999 Annual Statistical Report.
- III. De-certification of stale Civil Service Registers – The Personnel Manager presented a request to the Commission to de-certify a) Police Officer b) Police Services Representative and c) Economic Development Specialist because these registers were found to be invalid because of the unavailability and/or current qualifications of candidates on said registers. After hearing explanations from the Police Chief and the Personnel Manager, the Commission approved of the de-certification of each of the referenced registers.
- IV. Fire Fighter entry level requirements – The Personnel Manager informed the Commission that the Fire Chief, Rex Mundt would be convening a study group to study the current entry level requirements for qualifying to test for the position of Fire Fighter in the next several months. Chief Mundt had requested that the Commission be informed that this issue may be on the next agenda of the Commission in March for review and possible action. Chairman Carson responded that any recommended change would need to be valid and defensible.
- V. Certification of Register for Planner – The Personnel Manager presented the Commission with the test results from the candidates for the position of Planner (Entry Level). Once reviewed and discussed with the Personnel Manager, the Commission established an overall passing score of 70%. In so doing the Commission certified the register as of 1/20/00.
- VI. Good of the Order – Commissioners reported their availability for future meetings.
  - Chairman Carson will be unable to meet until some time in April, 2000.
  - Commissioners Parker and Shove will be unable to meet the first week of February.

There being no further business to come before the Commission at this time, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager