

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**

**Meeting of August 1, 2001**

Commission members present: Paul Parker, Ron Gerrietts and Chairman, John Carson.

Staff members present: Ron Gremore, Personnel Manager and Operations Manager, Jim Kelly.

There being a quorum, the meeting was called to order at 3:15 p.m. by Commissioner Carson.

- I. APPROVAL OF THE MINUTES - The minutes of the May 30, 2001 meeting were approved.
- II. Certification of Tool Room Clerk – In response to the request from the P.W. Operations Manager and P.W. Director (see attached), the Civil Service Commission approved the appointment of Ms. Vicki Brann to the position of F.T. Tool Room Clerk. Ms. Brann has worked in the Tool Room for approximately three years and has satisfactorily met the essential requirements of the job.
- III. Revision of Job Descriptions – The Personnel Manager presented the Commission with proposed revisions to one job description: 1) Equipment Operator (Operations, Arbor). After reviewing the detailed changes with the Personnel Manager and Operations Manager, Jim Kelly the Commission approved the revised job description with one minor change (i.e. all references to the word heavy be changed to construction).

There being no further business to come before the Commission at this time, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager