

**CITY OF URBANA**  
**CIVIL SERVICE COMMISSION**  
**Meeting of October 25, 2001**

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

Staff members present: Ron Gremore, Personnel Manager and Vacellia Clark, Human Relations Officer.

There being a quorum, the meeting was called to order at 3:05 p.m. by Commissioner Carson.

- I. APPROVAL OF THE MINUTES - The minutes of the August 1, 2001 meeting were approved.
- II. Certification of Maintenance Worker Written Exam – In response to the request from the Personnel Manager, the Civil Service Commission established a passing point of 70% on the recently administered written exam for Maintenance Worker. The action permitted 38 people to be eligible for the Oral Boards.
- III. De-certification of Arbor Technician Register – Per the request of the Personnel Manager and the City Arborist, the Commission de-certified the current register for Arbor Technician. (See attached memo from Mike Brunk)
- IV. Certification of Register for Engineering Technician - After reviewing overall exam scores of Engineering Technician applicants, the Commission established an overall passing point of 70%. By this action, a register was established and certified.
- V. Review of City's Diversity Policy – Vacellia Clark, Urbana's Human Relations Officer highlighted the elements of the City's Diversity Policy. After some discussion, Chairman Carson asked if the policy encouraged or permitted "race norming" in testing and screening candidates. He was advised that it did not do so.
- VI. Review of Proposal to amend City Civil Service Code (Attached) – Both the Personnel Manager and Human Relations Officer of the City presented a proposed draft of potential amendments to the City's Civil Service code that were currently being considered by City Administration.

The Commission was generally accepting of the proposed amendments but did have several comments. Members of the Commission encouraged those involved in the recruitment of personnel to utilize the various career and job fairs in the Community including the Multi-cultural Career/Job Fair held annually by U of I.

Additionally, even though the Commission recognized the objective of residency points for candidates, they were not sure that to do so would contribute to greater diversity in the City's workforce.

There being no further business to come before the Commission at this time, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Ronald R. Gremore  
Personnel Manager