

**CITY OF URBANA  
CIVIL SERVICE COMMISSION  
Meeting of February 17, 2005**

Commission members present: Ron Gerrietts and Willard Broom

Staff members present: Mona Shannon, Personnel Manager

There being a quorum, the meeting was called to order by Commissioner Gerrietts at 3:00 p.m.

- I. **APPROVAL OF THE MINUTES**- The minutes of the December 16, 2004 meeting were approved.
- II. **THE COMMISSION WELCOMED WILLARD BROOM** - to the Commission.
- III. **PROCEDURES FOR ADDING NEW EXAMINEES TO POLICE OFFICER REGISTER**- Commission authorized Ms. Shannon, as Chief Examiner, to establish a cutoff score higher than the highest scoring previous applicant who failed. In the event that testing does not identify a sufficient pool of candidates with scores above this level, Ms. Shannon will lower the passing score and apply the new score to candidates that previously tested at the same time as those candidates currently on the register.
- IV. **PART-TIME EXEMPTION FROM CIVIL SERVICE**- Commission clarified that the exemption of part-time positions from Civil Service only applies if the **employee** works 35 hours or less per week. Therefore, an employee who regularly works in more than one part-time job totaling in excess of 35 hours per week would be entitled to the protections of Civil Service. Such protections would not apply to a seasonal employee or an employee temporarily appointed to a Civil Service job in accordance with Civil Service rules.
- V. **NON-PERSONNEL DIVISION EXAMINERS**-Ms. Shannon asked if the Commissioners wished to be involved in the appointment of examiners from outside the Personnel Division, including the appointment of supervisors as examiners. The Commissioners decided that appointment of supervisors as examiners was appropriate at times. They agreed that Ms. Shannon, as the Chief Examiner, should continue to appoint examiners without specific approval by the Commissioners and to monitor the examination process to ensure that merit principles are applied.

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

Respectfully submitted,

Mona Shannon  
Personnel Manager