

**CITY OF URBANA
CIVIL SERVICE COMMISSION
Meeting of September 15, 2005**

Commission members present: Paul Parker and Willard Broom

Staff members present: Mona Shannon, Personnel Manager

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

- I. **Approval of the minutes**- The minutes of the June 16, 2005 meeting were approved.
- II. **Revised position description**- The Account Clerk I position description was revised.
- III. **Division Managers**- Ms. Shannon notified the Commissioners that the City Council was considering revising the City Code to reclassify some Division Manager positions as Civil Service positions.
- IV. **Civil Service Update**- Ms. Shannon notified the Commissioners of recent separations and upcoming and recent recruitment efforts.
- V. **Temporary Assignment**- Ms. Shannon advised the Commissioners that a part-time employee was working fulltime on a trial basis, not to exceed 120-days.

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

Mona L. Shannon
Secretary, Civil Service Commission