

**CITY OF URBANA
CIVIL SERVICE COMMISSION
Meeting of February 16, 2006**

Commission members present: Ron Gerrietts and Willard Broom

Staff members present: Mona Shannon, Personnel Manager and Debra Lissak, Associate Library Director

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 15, 2005 meeting were approved.
- II. **Revision of Position Descriptions-** The Commissioners approved a motion to revise the job descriptions for the positions of Director of Adult Services and Director of Circulation Services. The Commission also recommended to Assistant Director, Debra Lissak that the Library obtain signed commission approval of any descriptions that have not been previously approved.
- III. **Striking/Voiding Registers-** The Commissioners approved a motion to void any registers that are older than the expiration date specified in the candidates' notification letters.
- IV. **Engineering Technician-** The Commissioners approved a motion authorizing the establishment on an internal application process for hiring a Civil Service Engineering Technician. The Commission directed that the internal opening will be posted for five working days.
- V. **Civil Service Updates-** Ms. Shannon briefed the Commissioners concerning staffing changes and exams for Civil Service positions.

There being no further business to come before the Commission at this time, the meeting was adjourned at 4:02 p.m.

Mona L. Shannon
Secretary, Civil Service Commission