

MINUTES OF THE

May 31, 2007

URBANA CIVIL SERVICE COMMISSION MEETING

Called by the Commission

Commission members present: Paul Parker and Willard Broom

Staff Members Present: Vacellia P. Clark, Kathleen Charleston, Rhonda Collins, Division Chief Tony Foster and Fire Fighter Fred Westhoff.

There being a quorum, the meeting was called to order by Commissioner Parker at 10:30am.

1. **Approval of Minutes of the January 24, 2007 Civil Service Meeting** - The minutes were approved by the Commissioners.
2. **Change titles on Fire Department positions** – Per the request of Fire Chief Rex Mundt the Commission approved the change in title and pay grade of Secretary to Administrative Assistant due to increased responsibility and management of department programs. The Commission also approved the change in title of Company Officer to Lieutenant which brings Urbana back in line with the traditional fire service title.
3. **Change division title and position titles in Personnel Division** - Per the request of Vacellia Clark, the Commission approved the change of division title from Personnel to Human Resources. The Commission also approved the change in title and pay grade of Secretary to Benefits Coordinator due to increased responsibility and coordination of employee benefits. The approval was granted for the change of title from Personnel Manager and Assistant Personnel Manager to Human Resources Manager and Assistant Human Resources Manager.
4. **Planner II Register Certification** – The data for the Planner II Register certification was not available for presentation to the Commission at this time.

5. **Discussion of Police Officer Register status** - After discussion, the Commission approved the removal of all names on the current Police Officer register that were not recommended for referral to the Chief of Police for an interview. There was discussion of determining register eligibility for future test cycles to include passing panel interviews as criteria for being placed on the register.

6. **Follow-up discussion of employee appeal and hearing-** Vacellia Clark provided the Commissioners with a summary of the process of the employee appeal hearing that was conducted. Commissioner Broom complimented Ms. Clark on the professional manner in which the discipline and hearing were conducted.

There being no further business to come before the Commission, the meeting was adjourned at 11:05am.

Vacellia P. Clark
Secretary, Civil Service Commission