

MINUTES OF THE

December 28, 2007

URBANA CIVIL SERVICE COMMISSION MEETING

Called by the Commission

Commission members present: Paul Parker and Willard Broom

Staff Members Present: Kathleen Charleston, Rhonda Collins, Mike Dilley and Trent Short.

There being a quorum, the meeting was called to order by Commissioner Parker at 10:05 am.

1. **Approval of Minutes of the August 29, 2007 Civil Service Meeting** - The minutes were approved by the Commissioners.
2. **Approval of Job Requirements for position of Captain, Engineering and Lieutenant within the Fire Department-**

Chief Dilley presented a matrix to the Commission defining requirements for the above positions within the Fire Department.

Illinois Promotions Act requires notifying interested candidates of job requirement one year in advance.

The referenced job requirements were approved by the Commissioners.

There being no further business to come before the Commission, the meeting was adjourned at 10:24 am.