

MINUTES OF THE

July 17, 2008

URBANA CIVIL SERVICE COMMISSION MEETING

Called by the Commission

Commission members present: Willard Broom

Commission members absent: Paul Parker (approval of agenda items via telephone)

Staff Members Present: Vacellia Clark, Rhonda Collins and Liz Davis

The meeting was called to order by Commissioner Broom at 9:10 am.

1. **Approval of Minutes of the June 30, 2008 Civil Service Meeting** - The minutes were approved by the Commissioners.
2. **Approval of Internal Job Postings for the positions of Assistant Human Resources Manager and Executive Assistant within the Executive Department**

Vacellia Clark presented a summary of the job descriptions and the process involved in posting the two positions per City Code Sec. 2-99.

Mr. Broom and Mr. Parker granted approval of the two internal postings.

3. **Approve Voiding the Fire Fighter Register which has been in place since December, 2005.**

Vacellia Clark presented a history of the status of the current Fire Fighter Register and advised the commissioners that we are in the process of conducting a new Fire Fighter exam and will be establishing a new register from that recruitment.

The voiding of the register was approved by the Commissioners.

There being no further business to come before the Commission, the meeting was adjourned at 9:40 a.m.