



Human Resources and Finance Department

Human Resources

MEMORANDUM

TO: Femi Fletcher, Chief Examiner, and the Urbana Civil Service Commission

FROM: Human Resources Staff

DATE: April 24, 2024

SUBJECT: Request to Decertify Eligibility Register: Firefighter/EMT 2023

INTRODUCTION

Staff requests the Civil Service Commission to decertify the current Firefighter/EMT register.

BACKGROUND

The current register for Firefighter/EMT was established in March of 2023. In the fall of 2023, a new original entry examination was conducted by Human Resources staff, and a passing score for that examination was established by the Commission in March of 2024 based on factors including the written and subjective components of that examination.

C. DISCUSSION

Per Rule 7.5 (*Duration of Names on Registers*), the Commission may strike of names of candidates from a register without cause after they have remained thereon more than two (2) years with the exception of public safety (Police and Fire) classifications where the Commission will have the option to strike names from the register after they have remained on it for six (6) months.” Additionally, per Rule 7.9 (*Decertification of Eligibility Registers*), the Commission may decertify any eligibility register at any time it is no longer valid as a result of an inadequate number of candidates remaining on the list, change in the needs of the City or for any material change in the specifications of the class.”

D. REQUESTED ACTION

Staff requests that the 2023 Firefighter/EMT register be decertified.