



Human Resources and Finance Department

Human Resources

MEMORANDUM

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

FROM: Human Resources Staff

DATE: March 29, 2023

SUBJECT: Request to Decertify Eligibility Register: Firefighter/EMT

INTRODUCTION

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

BACKGROUND

The current register for Firefighter/EMT was established in June of 2021. In the summer of 2022, a new original entry examination was conducted by Human Resources staff, and a passing score for that examination was established by the Commission in February of 2023 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 off 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(*Decertification of Eligibility Registers*), the Commission may decertify any eligibility register at any time it is no longer valid as a result of an inadequate number of candidates remaining on the list, change in the needs of the City or for any material change in the specifications of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 2021 Firefighter/EMT register be decertified.