

**NOTICE OF REGULAR MEETING  
OF THE CIVIL SERVICE COMMISSION**

Urbana City Building  
Executive Conference Room  
400 South Vine Street  
Urbana, Illinois

*Those wishing to attend should dial 128 on the phone located next to the 2<sup>nd</sup> floor security door.*

**January 27, 2016 at 4:00 p.m.**

**AGENDA**

1. Call to order and roll call.
2. Approval of minutes: Dec. 16, 2015
3. Additions to agenda
4. Public comment
5. Action Items
  - A. Request Special Meeting for February 10, 2016.
  - B. Request new classification for Administrative Assistant III (City Clerk's Office)
  - C. Certify Entry-Level Firefighter Eligibility List
6. Informational Items
7. Adjournment

Todd Rent  
Human Resources Manager/Civil Service Chief Examiner



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In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting Todd Rent, the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or TTY 217-384-2447; or by email at [terent@urbanaininois.us](mailto:terent@urbanaininois.us). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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I hereby certify that the agenda for the above stated Meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Monday, Jan. 25, 2016.

*Elizabeth Borman*

Attest: Elizabeth Borman, Asst. Human Resources Mgr.