

**MINUTES OF THE
February 10, 2016
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on February 10, 2016 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Marion Knight, Tracy Nally and Thomas Betz.

Staff Present: Todd Rent, Human Resources Manager, Elizabeth Borman, Assistant Human Resources Manager, Rhonda Collins, Benefits Coordinator II, Craig Shonkwiler and Brad Bennett, Assistant City Engineers, Celeste Choate, Executive Director, Urbana Free Library and Lora Fegley, Director of Adult and Youth Services, Urbana Free Library.

Proceedings

Commissioner Knight called the meeting to order at 4:05 p.m. and Ms. Collins recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the January 27, 2016 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

Action Items

A. Request to approve passing score for Adult/Teen Services Librarian.

Urbana Free Library staff considered all 29 applicants using a rubric based on the minimum requirements of the job. The hiring manager for this position requests that the passing score be set at 100 or over, resulting in 7 applicants advancing in the process. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

B. Request to add new classifications for Civil Engineering Technician.

Staff requested the Commission approve the reclassification of the current Civil Engineering Technician position in the Public Works Department. Staff felt there were some inadequacies in the current structure and by adding different tier levels it would give entry level employees more opportunity for advancement. They are requesting a four tier structure based on different levels of skills, requirements and certifications. They determined that the current employees in that position would fall into the Civil Engineer Technician II level. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

C. Request to add new classification for Animal Control/Community Liaison Officer

Staff requested the Commission approve the new classification for Animal Control/Community Liaison Officer. Additional requirements have been added to the job description including providing education

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and informal presentations to community groups and serving as the coordinator for Safety Education Program (Risk Watch). Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

Informational Items

Elizabeth Borman informed the Commissioners of the status of the Police Officers exam that was conducted on January 30, 2016. Test results will be presented at a future meeting. The next Civil Service meeting is scheduled for March 23, 2016.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary