

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

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

*Those wishing to attend should dial 100 on the phone located next to the 2<sup>nd</sup> floor security door.*

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the Civil Service Commission of the City of Urbana will hold a special meeting at 4:00 p.m. on Wednesday, February 8, 2017, in the 2<sup>nd</sup> Floor Executive Conference Room, 400 South Vine Street, Urbana, Illinois.

**AGENDA**

1. Call to order and roll call.
2. Approval of minutes: December 28, 2016
3. Additions to agenda
4. Public comment
5. Action Items
  - A. Request to add classification of FOIA Specialist
  - B. Request to modify job description for Administrative Assistant II (Executive Dept.)
  - C. Request for interdepartmental transfer
  - D. Request to modify job descriptions for Meter Maintenance Technician I and II
  - E. Request to modify Civil Service Rule 12.1
6. Informational and Discussion Items
  - E. Notice of Appointments
7. Adjournment

Alex Bautista  
Human Resources Director/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 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 [hro@urbanaininois.us](mailto:hro@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, February 4, 2017.

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Attest: Elizabeth Borman, Asst. Human Resources Mgr.