

**MINUTES OF THE
March 29, 2017
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on March 29, 2017 in the Executive Conference Room of the Urbana City Building.

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

Staff Present: Elizabeth Borman, Assistant Human Resources Manager; Sylvia Morgan, Deputy Police Chief

Proceedings

Commissioner Knight called the meeting to order at 4:02 p.m. and Ms. Borman 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 Feb. 8, 2017 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to establish passing score for Entry-Level Police Officer

Staff requested the passing scores for Entry-Level Police Officer to remain at 68.0% for the video exam and 70.0% for the reading and written exams, respectively. No adverse impact is indicated for candidates testing since May 2016 and including the most recent testing, which occurred on February 18, 2017. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

B. Request to establish passing score for Public Arts Coordinator

Staff recommended establishing a passing score for Public Arts Coordinator at 50 points, which would result in 27 candidates eligible for consideration. Commissioner Betz moved approval, Commissioner Nally seconded. Motion approved.

C. Request to modify job description for Police Sergeant

Staff provided recommended revisions to the job description for Police Sergeants. Most notably, staff recommended a modification of the minimum experience requirement to recognize law enforcement experience gained in other departments, not just within the Urbana Police Department. Deputy Chief Morgan provided information on the rationale for the request. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

D. Request to modify job descriptions for Account Clerk classification (Account Clerk I and Account Clerk II)

Staff recommended revisions to job descriptions for the Account Clerk series, including changes to both titles (Financial Services Specialist and Financial Services Coordinator, respectively) and modifying the Account Clerk II position to non-exempt. Additionally, staff requested the position to be reclassified at Pay Grade 33 upon the position becoming vacant in the future; however, the pay grade would remain at 38 until the incumbent separates. Commissioner Betz moved approval, Commissioner Nally seconded. Motion approved.

March 29, 2017

Informational and Discussion Items

Updated job descriptions for the Information Assistant (Full-Time/Part-Time) and Circulation Clerk (Full-Time/Part-Time) were provided by the Urbana Free Library; updates were minor in nature and not substantial to require Commission approval.

F. Notice of Appointments

The Urbana Free Library provided written notice that Shevone Myrick will begin employment as the Acquisitions/Administration Clerk on March 13, 2017.

City staff noted the following appointments: Nicholas Jarvis, Firefighter; Mitchell Rolson, Firefighter; and Preston James, Community Outreach Coordinator.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary