



MEMORANDUM

TO: Urbana City Council Members

FROM: Bruce Walden, Chief Administrative Officer

DATE: January 11, 2002

RE: Civil Service Code Amendments

In November I provided the City Council and Human Relations Commission a report and suggested plan to improve the diversity of Urbana's workforce. A key component of that plan is to make significant structural changes in the Civil Service "system" in order to implement a more progressive hiring process. Vacellia Clark, Steve Holz, Ron Gremore and I have developed the attached ordinance entitled "An Ordinance Relating to the Civil Service" which implements these changes.

The substantive changes are as follows:

- A. Section 2 paragraph 2.(a) is amended to create a "blind pool" concept for candidate review. Up to 30 "qualified" candidates, as opposed to 12, can be forwarded to the appointing authority for review.
- B. Section 2 paragraph 5 is amended to provide for a "continuing" register. This will allow for more frequent testing and thus better employment recruitment results.
- C. Section 2 paragraph 10 is amended to provide for a residency preference. This section provides additional points to applicants who are Urbana residents. Statistically, this should provide for a more diverse candidate pool.
- D. Section 2 paragraph 12 is amended to create an internal job bidding process. This will allow for qualified part time, seasonal or temporary employees to be considered for full

time employment prior to the full civil service external advertisement and testing process.

In the budget process I will be suggesting additional training dollars to promote our goals, however, there is no budget transfer requested to implement the above changes at this time. There is a general staff consensus that these changes are warranted, welcomed and will advance the goals of the City. I will explain these changes in more detail at committee meeting. If you have questions prior to the meeting feel free to call me.

This Ordinance:
 X requires
 ___ does not require
an amendment to the Code of Ordinances.

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE CIVIL SERVICE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA,
ILLINOIS, as follows:

Section 1. By exercise of its Home Rule powers, the Urbana City Council declares that those provisions of Division 1, Article 10 of the Illinois Municipal Code which conflict with this ordinance are hereby nullified and the provisions of this ordinance shall govern in the administration of the Civil Service System in the City of Urbana.

Section 2. Certain paragraphs of Section 2-99 of the City of Urbana Code of Ordinances are hereby amended to read as set forth below, with the underlined text showing language to be added and the strikethrough text showing text to be deleted:

- 2.a. The head of the department or office in which a position classified under civil service is to be filled shall notify the commission of that fact, and the commission shall certify to the appointing officer a pool of candidates consisting of the names and addresses of not more than (12)thirty (30) candidates standing highest upon the original entry register for the class or grade to which the position belongs. The candidates' names shall be submitted to the appointing authority in alphabetical order and without any indication of ranking of the candidates.
The Appointing Authority may select any candidate referred ~~irrespective of where such candidate is ranked on such list and~~ irrespective of the number of times such candidate's name was previously passed over for selection. In making such certification, sex shall be disregarded. If no candidate is found to fully meet the requirements or needs of the available position, a second list of not more than ~~(12)~~ thirty (30) candidates standing next highest upon the register for the class or grade may be

requested and referred for consideration.

5. Entry onto registers shall be on a continuing basis, even after a register has been posted, as candidates continue to qualify by the City's examination process. The Personnel Manager may conduct, as deemed appropriate by the Chief Administrative Officer, testing at such intervals as appropriate to ensure that the register reflects the pool of currently-interested and qualified applicants and that an adequate pool of candidates will be available for appointment from the register. When the criteria for entry onto a register change, the Commission may deem it necessary to void the register. The commission may strike off names of candidates from the register 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 void a strike names from the register after they have remained on it for six months and retest every six months for Police and annually for Fire as the needs of the Department require.

10. Residency Preference

Residency preference is applicable only for original entry.

Persons who have resided in the City of Urbana for a continuous 12-month period prior to testing shall be preferred for appointments to Civil Service Positions of the City of Urbana in accordance with this paragraph. The Civil Service Commission shall give preference for original appointment to persons as hereinabove designated who have taken an examination for original entrance held under the Urbana Civil Service Commission jurisdiction on or after the passage of this provision by adding 5 points to the score they receive on an examination prior to the calculation of the final grade average. The numerical result thus attained shall be applied by the Civil Service Commission in determining whether such person shall meet the minimum qualifications for placement on the register of eligible candidates.

The application for residency preference must be submitted to the Personnel Office of the City as directed by the Personnel Manager. The Personnel

Manager will direct this process, determine eligibility and adjust eligibility registers accordingly. Persons who are competing in promotional examinations under civil service shall not be eligible for residency preference.

1011. The City's personnel officer shall serve as the chief examiner, secretary and agent for the Urbana Civil Service Commission.

12. Internal Job-bidding.

For certain positions in the Public Works Department, the Director of Public Works may establish and administer, with the aid of the Personnel Manager, an internal job-bidding process by which Part-Time and/or temporary and/or Seasonal employees in the Public Works Department may bid for and be considered for hire into those certain Public Works positions prior to resort to use of the Civil Service register of candidates from the general public. The positions to which this paragraph applies shall be determined from time to time by the Director of the Public Works Department in conjunction with the Personnel Manager. The administrative procedures by which those bids are received and evaluated shall be approved by the Civil Service Commission.

Section 3. With the exception of the Residency Preference established by this ordinance, the changes enacted by this ordinance shall apply to all existing and future registers and to all vacancies that are filled after the passage of these amendments. The Residency Preference shall apply to the registers that are created after the passage of this ordinance, but not to those that are in existence at the time of passage of this ordinance.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a regular meeting of said Council.

PASSED by the City Council this ____ day of _____,
_____.

AYES:

NAYS:

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this ____ day of _____, _____.

Mayor

Tod Satterthwaite,