

## MINUTES OF THE

August 29, 2007

### URBANA CIVIL SERVICE COMMISSION MEETING

#### Called by the Commission

Commission members present: Paul Parker and Willard Broom

Staff Members Present: Kathleen Charleston and Rhonda Collins

There being a quorum, the meeting was called to order by Commissioner Parker at 10:12 am.

1. **Approval of Minutes of the May 31, 2007 Civil Service Meeting** - The minutes were approved by the Commissioners.
2. **Approval of Revised Job Descriptions and Pay Grade Changes-**

Assistant Human Resources Manager Kathleen Charleston recommended the following changes in the job descriptions and applicable pay grade changes for the following positions.

- Public Works Supervisor: Combined Sewer and Concrete and changed Street Supervisor to Street and Traffic Supervisor. There was no pay grade change. The changes were approved by the Commissioners.
- UPTV Station Manager: Changed title from UPTV Coordinator to UPTV Station Manager. Added leadership language to job description. Recommended moving pay grade from grade 30 to grade 31. The changes were approved by the Commissioners.
- UPTV Production Coordinator: Changed title from UPTV Production Assistant to UPTV Production Coordinator. Changing status from part-time to full-time. Recommended pay grade assignment of 24. The changes were approved by the Commissioners.
- Recycling Coordinator: Changed title from Recycling Aide to Recycling Coordinator. Changing status from part-time to full-time. Changing requirement from High School to Associate Degree. Recommended pay grade assignment of 26. Changes approved by Commissioners.

Commissioner Broom made a recommendation to add pay grades to job descriptions.

There being no further business to come before the Commission, the meeting was adjourned at 10:40 am.