

**MINUTES OF THE**

**June 30, 2008**

**URBANA CIVIL SERVICE COMMISSION MEETING**

**Called by the Commission**

**Commission members present:** Paul Parker and Willard Broom

**Staff Members Present:** Vacellia Clark, Rhonda Collins, Liz Davis, Tony Foster and Bob Mullins.

There being a quorum, the meeting was called to order by Commissioner Broom at 10:30 am.

1. **Approval of Minutes of the December 28, 2007 Civil Service Meeting** - The minutes were approved by the Commissioners.
2. **Approval of Job Descriptions for position of Captain, Engineer and Lieutenant within the Fire Department and Executive Assistant within the Executive Department**

D.C. Foster presented a summary of the new job descriptions explaining the different layers of appointments within the Fire department which is more traditional within the Fire Service.

Vacellia Clark presented a summary of the Executive Assistant position which will be filled at a later date. Mr. Broom recommended listing comparable Bachelor's Degrees in addition to Public Administration on the job description such as Political Science, Communications, Human Resources, etc. Ms. Clark agreed to incorporate Mr. Broom's recommended changes for the Executive Assistant's job description

The Commission approved the Captain, Engineering and Lieutenant job descriptions as presented and the Executive Assistant job description was approved with the recommended changes.

3. **Approve title change for various Secretarial positions to Administrative Assistant I and Administrative Assistant II.**

Vacellia Clark presented a history of the process assigning specific secretarial positions to two pay grade levels due to an internal job audit which compared positions to the external market. She also noted that the title changes are recommended due to the change in trend of identifying positions as Administrative Assistant instead of Secretary.

The changes in job titles were approved by the Commissioners.

There being no further business to come before the Commission, the meeting was adjourned at 11:00 am.

