

MINUTES OF THE

September 24, 2010

URBANA CIVIL SERVICE COMMISSION MEETING

Called by the Commission

Commission members present: Willard Broom, Marion Knight

Staff Members Present: Vacellia Clark, Rhonda Collins, Liz Borman, Michelle Brooks and Pat Connolly.

The meeting was called to order by Commissioner Broom at 11:50 a.m.

Approval of Minutes of the February 17, 2009 Civil Service Meeting - The minutes were approved by the Commissioners.

Commissioner Orientation and Explanation of Rule Changes as it relates to City Code – Michelle Brooks, Assistant City Attorney discussed the Commissioner’s roles as it relates to making changes in Civil Service Rules per City Code of Ordinances Section 2-99 and State Statute.

Consider moving Police Lieutenant from Civil Service to Appointed – Vacellia Clark discussed the history of Police Lieutenant classification with Commission. Previously Lieutenants were responsible for different shifts and currently the Lieutenants are responsible for specific Divisions. Re-classifying the position gives the Police Chief more latitude and flexibility with Lieutenant promotions. The recommendation was made to “grandfather” the current Lieutenant so that he remains in Civil Service status. The commission approved the proposal.

Approval of new Police Civilian Personnel Coordinator job description - Vacellia Clark discussed the proposed duty changes including title and FLSA status change for the position of Police Civilian Personnel Coordinator. This also included the change in reporting- now reporting to the Assistant Chief of Police. The commission approved the proposed changes.

Decertification of Fire Engineer Promotion List and approval of new Fire Engineer List - Liz Borman discussed the staff request to decertify the current Fire Engineer List and approve the creation of an updated register certified through 9/1/12 per IAFF bargaining agreement. The commission approved the request.

Decertification of Parking Enforcement Officer and Parking Enforcement Supervisor registers – Liz Borman discussed the staff request to decertify the current registers for Full-Time Parking Enforcement Officer and Parking Enforcement Supervisor due to length time since originally establishing the register and lack of viable candidates remaining on these registers. The commission approved the request.

Establishing a scheduled meeting time for Civil Service Commission - Commissioner Broom requested establishing a set meeting schedule perhaps monthly or quarterly to conduct Civil Service meetings. Staff will research available dates and contact commissioners of future meeting times. If there are not adequate agenda items, the meeting will be cancelled.

There being no further business to come before the Commission, the meeting was adjourned at 12:30 p.m.