

MINUTES OF THE
February 23, 2011
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on February 23, 2011 in the 2nd floor Executive Conference Room of Urbana City Hall.

Commission Members:

Present: Willard Broom, Marion Knight

Absent: none

Staff Present:

Civil Service Commission Chief Examiner: Vacellia Clark

Others present: Elizabeth Borman, Assistant Human Resources Manager

Proceedings:

Commissioner Broom called the meeting to order at 10:30 a.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 December 16, 2010 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Old business

None

New business

1. **Revisions to the Entry-Level Firefighter job description**

Staff presented the Commission with a request to modify the Entry-Level Firefighter job description that would increase the minimum age requirement to 21 years and a clarification requiring applicants to possess a driver's license by the end of the application period.

Commissioner Broom asked about minimum education requirements; staff reported that currently, only a high school diploma or GED is required although increasing the requirements had been discussed recently. Discussion ensued regarding the merits and drawbacks of increasing the requirements.

The Commission directed staff to analyze and report on the upcoming Entry-Level Firefighter recruitment for candidates' education, military and certification levels once the recruitment is completed.

Commissioner Broom moved and Commissioner Knight seconded approval to increase the minimum age requirement to 21 years and clarify the requirement to hold a Class B driver's license by the end of the application period.

2. Revise Civil Service Rule 6.1 (increasing the minimum age for Firefighter applicants to 21)

Related to Agenda Item #1, staff requested that Civil Service Rule 6.1 be updated to reflect the increased minimum age requirement for Entry-Level Firefighters. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

3. Decertify register for Police Sergeants

Staff presented the Commission with a request to decertify the current Civil Service register for Police Sergeants in anticipation of the upcoming promotional exam in late April. Commissioner Broom moved and Commissioner Knight seconded approval to decertify the register.

4. Correct job description for Landscape Supervisor

Staff presented the Commission with a request to correct the Landscape Supervisor's job description to reflect classified service status. Staff reported that the status of "non-Civil Service" in the current job description is likely either an oversight or typographical error, as this position does not meet any of the exemptions listed in Urbana Civil Service Rule 2.9. Commissioner Broom moved and Commissioner Knight seconded approval the correction.

5. Closed Session

On a motion by Commissioner Broom and seconded by Commissioner Knight, the Commission voted to go into Executive Session at 10:45 a.m. pursuant to 5 ILCS 120/2(c)(1) to discuss a personnel matter. The motion passed unanimously. At the end of the closed session and on motion by Commissioner Knight, seconded by Commissioner Broom, the Commission voted unanimously to return to open session at 11:02 a.m.

Other business

Commissioner Broom requested an update on the filling of the vacant Commission seat; Ms. Clark reported that a search is currently being conducted.

Ms. Borman announced that Fire Marshall Phillip Edwards will be recognized as an African-American Hero at King Elementary School.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary

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Executive Session
Called by the Commission

Commission Members:

Present: Willard Broom, Marion Knight

Absent: none

Staff Present:

Civil Service Commission Chief Examiner: Vacellia Clark

Others present: Elizabeth Borman, Assistant Human Resources Manager

Proceedings:

On a motion by Commissioner Broom and seconded by Commissioner Knight, the Commission voted to go into Executive Session at 10:45 a.m. pursuant to 5 ILCS 120/2(c)(1) to discuss a personnel matter. The motion passed unanimously.

Staff presented the Commission with a request to consider certification of an internal transfer register for the position of Maintenance Worker. Staff reported that the requesting employee met the requirements for transfer according to Rule 14.1(A) of the Urbana Civil Service Rules. The commissioners asked if the employee was agreeable to the terms and conditions of the transfer; Ms. Clark reported that he was. The commissioners also questioned what alternatives existed to the transfer; Ms. Clark referred them to the related memo which outlined three options they could consider.

After some discussion, the Commission approved the creation of a transfer register for this position with the understanding that the next Maintenance Worker opening will be bid per the AFSCME collective bargaining agreement and if no qualified bids are submitted, that the position will be posted internally to current and recently released seasonal employees.

At the end of the closed session and on motion by Commissioner Knight, seconded by Commissioner Broom, the Commission voted unanimously to return to open session at 11:02 a.m.