

MINUTES OF THE  
May 17, 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 May 17, 2011 in the 2<sup>nd</sup> 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, Rhonda Collins, Benefits Coordinator, Gale Jamison, Assistant City Engineer and Elizabeth Tyler, Director of Community Development.

**Proceedings:**

Commissioner Broom called the meeting to order at 2:00 p.m. and Ms. Collins 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 February 23, 2011 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. Modification of the Civil Service Rules regarding maximum age for Entry-Level Firefighters.  
Staff presented the Commission with a request to modify the Civil Service Rules, Rule 6.2 (B) stipulating the maximum age requirement for Entry-Level Firefighter to 34 years of age.

Commissioner Broom moved and Commissioner Knight seconded approval to modify the maximum age requirement to 34 years of age.

2. Revise job description and change title for Environmental Compliance Officer

Staff presented the Commission with a request to revise the job description and change title for the position of Environmental Compliance Officer to better reflect the duties of the position and be more in line with similar positions at other agencies. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

3. Revise job description for Civil Engineer and Senior Civil Engineer

Assistant City Engineer Gale Jamison presented the Commission with a request to revise job descriptions for Civil Engineer and Senior Civil Engineer due to reorganization of the division creating two positions for Senior Civil Engineer and consolidating Civil Engineer into one less specific position. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

4. Modify job description for Economic Development Specialist/Market Director

Director of Community Development Elizabeth Tyler presented the Commission with a request to re-classify the Economic Development Specialist/Market Director job description to reflect the growth in responsibility and importance of this position. Ms. Tyler is proposing a reclassification of this position from Pay Grade 31 to Pay Grade 38. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

**Other business**

Elizabeth Borman presented the commission with a Human Resources Monthly Activity Report listing personnel actions and other activities performed by the division for the month of April.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary