

MINUTES OF THE  
June 30, 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 June 30, 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 and Elizabeth Tyler, Director of Community Development.

**Proceedings:**

Commissioner Broom called the meeting to order at 2:05 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 May 17, 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. **Set passing score for Police Sergeant Register**

Staff presented the Commission with a request to set the passing score of 75% to establish the promotional register for Police Sergeants. The result will place six candidates on the register.

Commissioner Broom moved and Commissioner Knight seconded approval of setting the passing score at 75%.

2. **Set passing score for Civil Engineer**

Staff presented the Commission with a request to set the passing score for Civil Engineer at 50% to establish a register for this position. At this point, 55 applicants will be listed on the register with no adverse or disparate impact.

Commissioner Broom moved and Commissioner Knight seconded approval of setting the passing score at 50%.

3. Revise job description for Experienced Police Officer

Staff presented the Commission with a request to revise the job description for the position of Experienced Police Officer adding preferred qualifications and adding language “Currently employed as a sworn officer (or recently released or facing release, due to layoff or reduction in force, with the ability to be re-hired)” Commissioner Broom moved and Commissioner Knight seconded approval to do so.

4. Revise job description for Redevelopment Specialist

Director of Community Development Elizabeth Tyler presented the Commission with a request that the position description of Redevelopment Specialist be updated to reflect the new needs and challenges of this position in anticipation of posting it in the near future. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

5. Consider revisions to Grants Coordinator I and Grants Coordinator II job descriptions

Director of Community Development Elizabeth Tyler presented the Commission with a request that the position descriptions of Grants Coordinator I and II be updated due to changes in responsibility and language updates. Ms. Tyler is also requesting a minor reclassification in the pay ranges assigned to these positions to bring them more in line with other similar positions within the Community Development department. Request was made to move Grants Coordinator I to pay grade 26 and Grants Coordinator II to pay grade 38. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

6. Amend rules to allow for internet posting as an option to newspaper

Elizabeth Borman presented the Commission with a request that the Civil Service Commission consider amending Civil Service Rule 5.4 to allow notices of original entry examinations to be published in relevant websites or by other means in lieu of the “classified section of a general circulation newspaper published in Champaign County.”. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

**Other business**

Elizabeth Borman presented the commission with a copy of Section 2-4, Public Meetings that establishes rules for public participation at City Council and Committee of the Whole meetings and at public meetings held by commissions, committees, and other official bodies of the City.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,

---

Rhonda Collins, Recording Secretary