

MINUTES OF THE
June 27, 2012
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 30, 2012 in the Executive Conference Room of Urbana City Hall.

Commission Members:

Present: Willard Broom, Marion Knight

Absent: none

Staff Present:

Present: Vacellia Clark, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator.

Proceedings:

Commissioner Broom called the meeting to order at 10:00 a.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 30, 2012 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. **Approve job description, pay grade change and external job posting for Account Clerk II.**

Staff requests that the Civil Service Commission approve the revised job description, pay grade change due to increasing responsibilities, job audit and internal equity and external posting process for the position of Account Clerk II. Commissioner Broom approved and Commissioner Knight seconded approval.

2. **Assistant City Attorney status update.**

Staff updated the Commissioners on the recruitment of Assistant City Attorney. The position is no longer vacant and Staff will begin recruitment for the position of City Attorney.

3. **Certifying hiring appointments.**

Staff requests Commission certify the following appointments to classified positions:

- A. **Police Officer- Cortez Gardner (upon successful background check)**

Commissioner Broom moved and Commissioner Knight approved the appointment.

4. Adding new definitions to Civil Service Rules.

Staff requests the following definitions be considered for addition to the Civil Service Rules:

- 1) **Good Standing:** An employee in good standing is one who has no “active” disciplinary action (e.g., notices to correct, written reprimands, or suspensions) at the time of consideration for other employment opportunities within the City of Urbana. “Active discipline” is defined as a period of time ranging from 12 to 24 months from the issuance of the disciplinary action.

- 2) **Demotion:** A demotion occurs when there is a (1) change to a lower grade or rank (i.e. Admin II to Admin I); or (2) a status change from full-time to part-time or (3) a reassignment of duties which results in a lower level of responsibilities. Such changes of responsibilities will be reflected in a new or revised employee job description.(Note: the supervisory reporting structure of the affected employee may or may not change with this action). A demotion can be the result of (1) disciplinary action; (2) an employee’s inability to perform his/her job duties satisfactorily; or (3) an individual voluntarily requesting a demotion. Any wage adjustment resulting from a demotion will be recommended by the respective department head and approved by the Human Resources Manager and Mayor.

Commissioner Broom approved and Commissioner Knight seconded approval to add definitions.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary