

MINUTES OF THE  
November 6, 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 November 6, 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 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 September 25, 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.

**Public Participation**

Carol McKusick addressed the Commission regarding Open Meetings Act posting requirements and inquired about how to contact the Commission with future recommendations. She was referred to the City Website and the Commission's Chair's e-mail address.

**Old business**

None

**New business**

**1. Police Officer – approve passing score.**

Staff requests that the Civil Service Commission establish a passing score for Police Officer at 70 percent. This will create a register with 44 candidates and no finding of adverse or disparate impact supported by the data. Commissioner Broom and Commissioner Knight approved and Commissioner Knight seconded approval.

**2. Police Officer- approve re-posting.**

Staff requests that the Civil Service Commission approve the re-posting of Police Officer so that another test can be issued in January, 2013. After discussion of the logistics of adding names to register and determining the length of time on register, it was decided to continue this agenda item until the next scheduled Civil Service meeting.

**3. Rule 9.2 Revision**

Staff requests Commission to approve the revision of Rule 9.2 as indicated below:

**9.2—Probationary Period**

*Original appointees shall be on probation for a period of six (6) months except classified personnel in ~~the police or fire department~~ **bargaining units which have agreed to an otherwise specified probationary period.** Probation for these appointees shall be fixed by the rules of the department. Pursuant to 65 ILCS 5/10-1-7(l) the*

*cumulative length of probation of any firefighter appointed to the lowest rank shall not exceed one year unless the position includes paramedic responsibilities. If the conduct and performance of a person appointed has been satisfactory, the appointment shall be deemed complete unless the appointing authority extends the period in accord with Section 2-99 (4) of the Urbana Code of Ordinance relating to Civil Service Probation.*

Commissioner Broom approved and Commissioner Knight seconded approval.

#### 4. **Rule 12.7 Revision**

Staff requests Commission to approve the revision of Rule 12.7 as indicated below:

##### 12.7—Nepotism

*The Civil Service Commission will not certify the appointment of any candidate for any position where a direct supervisory relationship will be established with a ~~blood~~ relative. “~~Blood~~ Relative” shall mean ~~mother, father, son, daughter, grandmother, grandfather, sister, or brother~~ spouse, parent, step-parent, sibling, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom he/she has a relationship in loco parentis.”*

Commissioner Broom discussed adding the language “domestic partner” in addition to spouse to the language. Staff will make applicable changes and will continue this agenda item to the next scheduled Civil Service meeting.

#### 5. **Rule 7.10 Revision**

Staff requests Commission to approve the revision of Rule 7.10 as indicated below:

##### 7.10—Candidates Certified in Error

**The Chief Examiner may invalidate the entry onto a register of an individual who was not eligible to be certified, but was certified in error.**

Commissioner Broom discussed adding the appeal options to language. Staff will make applicable changes and will continue this agenda item to the next scheduled Civil Service meeting.

#### **Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 2:50 p.m.  
Respectfully submitted,

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Rhonda Collins, Recording Secretary