

**MINUTES OF THE  
January 28, 2015  
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 January 28, 2015 in the Executive Conference Room of Urbana City Hall.

**Commission Members:** Present: Marion Knight and Traci Nally.

**Staff Present:** Todd Rent, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator II.

**Others Present:** Celeste Choate, Executive Director, Urbana Free Library.

**Proceedings**

Commissioner Knight called the meeting to order at 4:02 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 December 10, 2014 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

1. Action Items.

**A. Passing Score for Entry-Level Police Officer:**

Human Resources Staff recommends a passing score of 65.00% in each portion of the exam (human relations, written and reading). This would result in an eligibility register of 116 candidates (79% of the test group) with no adverse or disparate impact. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

**B. Revise job description for Parking Enforcement Supervisor:**

Human Resources Staff request approval of the revised job description for the new title of Police Services Assistant. The previous job description was titled Parking Enforcement Supervisor but due to the move of Parking Enforcement Officers to the Finance Department, this title no longer applied to the duties assigned to this position within the Police Department. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

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**C. Request job description for Certified Mechanic.**

Human Resources Staff request approval of the revised job description for Mechanic/Certified Master Mechanic combining two levels of job classifications and requirements to assist with a successful recruitment process for this position. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

**D. Request to add position of Administrative Assistant II to the classified service.**

This item was tabled until the next scheduled meeting.

**E. Fire Fighter Exam Announcement**

Human Resources Staff request approval for the Fire Fighter Exam Announcement. The test will be scheduled for either June or August, 2015. The written exam selected is FST-Selection Works. Commissioner Nally moved for approval of the job posting and Commissioner Knight seconded. Motion passed.

**Informational Items.**

**A. Discussion of Library Civil Service matter.**

Celeste Choate, Executive Director, Urbana Free Library was present at meeting to discuss employee Civil Service status based on Civil Service Rule 2.9. She provided a list of current employees that are in Civil Service positions and a list of employees that are ineligible to be Civil Service Employees. The list also included an employee that is a non-civil service position but was lead to believe she was a Civil Service employee and she would like to be considered one and a new employee who is still in probationary status. The Chief Examiner will consult with the Legal Division for a resolution.

**B. Discussion of Rule 12.8 item.**

Human Resources staff updated Commission on rule 12.8 regarding residency. The union approved an exception to the rule for a police officer who is temporarily re-locating outside of the residency limit while assisting with the sale of a property.

**C. Activity Report.**

Human Resources staff presented Commission with a Civil Service Activity Report for January, 2015.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:31 p.m.

Respectfully submitted,  
Rhonda Collins, Recording Secretary