

MINUTES OF THE  
August 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 August 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 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 June 30, 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 Redevelopment Specialist

Staff presented the Commission with a request to establish a register based on the applicants who: 1) either currently possess a minimum of a related bachelor's degree or are anticipating receiving a related master's degree by May, 2012, and 2) have at least two years of relevant experience. This would give us 24 applicants on the register.

Commissioner Broom moved and Commissioner Knight seconded approval of establishing a register based on this criteria.

2. Approve job description for Meter Maintenance Technician II

Staff presented the Commission with a request to approve the job description for the position of Meter Maintenance Technician II. This is a newly created position due to restructuring of the Building Safety Division. This would create a second level Meter Maintenance Technician that would also oversee Parking Deck Attendants. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

3. Approve posting for Engineering Technician

Elizabeth Borman presented the Commission with a request to post the position of Engineering Technician. Due to the maturity of the current register, staff requests permission to post this position internally first. Commissioner Broom moved and Commissioner Knight seconded approval to do so.

**Other business**

The Civil Service Annual report will be presented at the next scheduled 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