

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

**Commission Members:**

Present: Willard Broom, Marion Knight

Absent: none

**Staff Present:**

Present: Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator.

Absent: Vacellia Clark, Civil Service Commission Chief Examiner

**Proceedings:**

Commissioner Broom called the meeting to order at 2:00 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 March 1, 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 passing score for Police Services Representative**

Staff requests that the Civil Service Commission set a passing score for Police Services Representative (PSR) at 69.5% for the Diplomat Human Relations Video Test and at 65% for the Diplomat Phone Skills Video Test; applicants must pass both exams in order to be placed on the register. If approved, this will result in a register consisting of 46 individuals with no adverse or disparate impact. Commissioner Broom approved and Commissioner Knight second approval of establishing the passing score.

**2. Change pay grade for Evidence Technician**

Per request from the Chief of Police, staff requests moving the position of Evidence Technician to Pay Grade 35 due to the knowledge required and experience of the candidate currently in that position and the discrepancy of the pay compared to other equal positions in other local agencies. Commissioner Broom moved and Commissioner Knight seconded approval of the pay grade adjustment.

**3. Update on Internal Maintenance Worker position:**

Elizabeth Borman provided the commissioners with an update on the Maintenance Worker Internal Posting process. Paper applications were mailed to all 2011 seasonal workers and current part-time employees. The deadline was set for 3 weeks. There were ten applicants and they will all be interviewed by the Operations Manager next week.

**4. Certifying hiring appointments.**

Staff requests Commission certify the following appointments to classified positions:

**A. Police Officer- Daniel Montanari**

**B. Fire Prevention and Public Education Officer- Jeremy Leevey**

Commissioner Broom moved and Commissioner Knight approved the appointments

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary