

MINUTES OF THE
May 30, 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 March 27, 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 and internal job posting for UFRS Administrative Assistant

Staff requests that the Civil Service Commission approve the revised job description and internal posting process for the position of UFRS Administrative Assistant. Commissioner Broom approved and Commissioner Knight seconded approval of internal job posting and revised job description with a small language change listing educational requirement as post secondary coursework in lieu of college level coursework.

2. Approve job description and register decertifying for Assistant City Attorney

Staff requests the Commission approval of job description and external job posting for the position of Assistant City Attorney. Staff also requests approval to decertify current register that has been in place for over 3 years. Changes in job description include addition of abilities and work traits to the qualifications for the position and addition of knowledge and experience relating to computerized Westlaw research. Commissioner Broom moved and Commissioner Knight seconded approval of the revised job description, external posting of the position and decertification of current Assistant City Attorney register.

3. **Certifying hiring appointments.**

Staff requests Commission certify the following appointments to classified positions:

- A. Fire Fighter- Andrew Stewart**
- B. Police Services Representative- Stephanie Bennett**
- C. Arbor Technicians- Cale Beccue and Phillip Lake**
- D. Maintenance Workers- Brandan Edrington, Christopher Gatsche and Johnnie Wilson**

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 10:35 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary