

MINUTES OF THE
July 26, 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 July 26, 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 June 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 external job posting for Administrative Assistant I, City Clerk's Office.**

Staff requests that the Civil Service Commission approve the revised job description and external posting process for the position of Administrative Assistant I, City Clerk's Office. Commissioner Broom approved and Commissioner Knight seconded approval.

2. **Account Clerk II- approve passing score.**

Staff requests that the Civil Service Commission set a passing score for Account Clerk II at 46.0% with the application serving as the Civil Service exam. This will result in a register consisting of 53 individuals with no adverse or disparate impact. Commissioner Broom approved and Commissioner Knight seconded approval.

3. Approve job description, reclassification of HOME Grants Coordinator I and external job posting for Grants Coordinator II.

Community Development is requesting a reclassification of the HOME Grants Coordinator I position to bring it more in line with the other Grants Coordinator position in the Grants Management Division of the Community Development Services Department and with the Department at a whole.

Staff requests that the Civil Service Commission approve the revised job description and internal posting process for the position of Grants Coordinator II. Commissioner Broom approved and Commissioner Knight seconded approval.

4. Certifying hiring appointments.

Staff requests Commission certify the following appointments to classified positions:

A. Fire Fighter- Jacob Hutchcraft

Commissioner Broom moved and Commissioner Knight approved the appointment.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary