

MINUTES OF THE  
September 25, 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 September 25, 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 1:35 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 August 31, 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. Administrative Assistant I, City Clerk's Office – approve passing score.**

Staff requests that the Civil Service Commission establish a passing score for Administrative Assistant I in the City Clerk's Office at 54.7 percent. This will create a register with 78 candidates and no finding of adverse or disparate impact supported by the date. Commissioner Broom and Commissioner Knight approved and Commissioner Knight seconded approval.

**2. Fire Engineer- Certify Register**

Staff requests that the Civil Service Commission approve the promotional register for the position of Fire Engineer. This will result in a register consisting of 11 individuals valid for three years. The register is established using the criteria of seniority only. There is no testing process for this register. Commissioner Broom approved and Commissioner Knight seconded approval.

### **3. Rule 11.9 Revision**

Staff requests Commission to approve the revision of Rule 11.9 by eliminating the language, "The discharged employee may not appeal the termination to the Commission for review unless in the judgment of the Commission, the employee's rights within these rules were infringed." Commissioner Broom approved and Commissioner Knight seconded approval.

### **4. Quarterly Activity Reported**

Staff presented the Commission with a report of activity from May 1, 2012 – July 31, 2012 including hires, promotions, separations, pay rate changes and disciplinary actions.

### **Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 1:55 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary