

**MINUTES OF THE
November 28, 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 November 28, 2012 in the 2nd floor 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 Vacellia Clark, Civil Service Commission Chief Examiner.

Absent: Rhonda Collins, Benefits Coordinator.

Proceedings

Commissioner Broom called the meeting to order at 10:03 a.m. and Ms. Borman 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 November 6, 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.

Action Items

1. Consider revisions to the Market Director's job description.

Staff explained the request to consolidate the Market Director and Marketing Coordinator positions while shifting other economic development activities to another position. Because the changes involve transferring duties rather than adding new ones, the pay grade for the position will remain at Grade 38. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

2. Approve internal job posting for Market Director/Marketing Coordinator position.

Staff requested approval to post the Market Director/Marketing Coordinator position internally pursuant to City of Urbana Ordinance 2-99 (12). Commissioner Broom moved and Commissioner Knight seconded approval.

3. Modify Civil Service Rules to allow rolling registers for certain types of positions.

Staff provided information to the Commissioners citing legal authority for the Commission to approve continuous registers. Staff also provided examples of other municipalities' Civil Service rules that provide mechanisms for continuous registers. Commissioner Broom

questioned if continuous registers would be used for any position and Ms. Borman responded that it would be used almost exclusively for Police Officer positions.

After a discussion, the Commission recommended that the existing Entry-Level Police Officer register that was established on November 6, 2012 be used first. After it is exhausted, the ensuing Entry-Level Police Officer register may be a continuous register provided that applicants are notified in the job posting that their rank on the register is subject to adjustment based on others' scores. The Commission and staff will evaluate this revision after two years of experience with the change. Commissioner Broom moved and Commissioner Knight seconded approval.

4. Revision of Rule 12.7 (Nepotism).

At the Commission's request, staff provided amended language to Rule 12.7 to include domestic partner-type relationships. The language was changed to read:

"The Civil Service Commission will not certify the appointment of any candidate for any position where a direct supervisory relationship will be established with a ~~blood~~ near relative. "Blood "Near relative" shall mean mother, father, son, daughter, grandmother, grandfather, sister, or brother a spouse or any person bearing the same relationship to the employee's spouse; parent, step-parent, sibling, child, stepchild, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person with whom he/she has a relationship in loco parentis."

Commissioner Broom moved and Commissioner Knight seconded approval.

5. Addition of Rule 7.10 (Candidates Certified in Error).

At the Commission's request, staff provided amended language to the proposed new rule addressing candidates who are certified on a register as the result of an error. The language was changed to read:

"The Chief Examiner may invalidate the entry onto a register of an individual who was not eligible to be certified, but was certified in error. When an applicant or candidate is removed from a register due to an error, the Chief Examiner or designee must notify the applicant or candidate at the time of the removal. The notice must be in writing and specify the reason for the removal. The notice must explain the right to request a review of the removal under the provisions Rule 7.7. For purposes of this rule, written notice may be provided using alternative methods such as e-mail, the U.S. Postal mail service, or commercial parcel delivery."

Commissioner Broom moved and Commissioner Knight seconded approval.

6. Approval of the 2013 meeting calendar.

Pursuant to the Illinois Open Meetings Act (5 ILCS 120/2.02(a)), the Commission approved the 2013 meeting schedule; regularly scheduled meetings will be held at 10:00 a.m. on the last Wednesday of each month in the Urbana City Building . Commissioner Broom moved and Commissioner Knight seconded approval.

Commissioner Broom moved and Commissioner Knight seconded approval for the cancellation of the December 26, 2012 meeting. If needed, the meeting will be rescheduled.

Discussion (no action required)

7. Discussion of the new requirements of the Firefighter Testing and Hiring Act (Illinois P.A. 97-0251).

Staff provided copies of a summary of the Firefighter Testing and Hiring Act, which was written by I/O Solutions specifically for agencies and commissions who are working to develop new procedures for firefighter testing and hiring.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary