

**MINUTES OF THE
August 28, 2013
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 August 28, 2013 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Willard Broom, Marion Knight and Traci Nally. Absent: none

Staff Present: Present: Vacellia Clark, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager, Rhonda Collins, Benefits Coordinator and Elizabeth Tyler, Community Development Director.

Others Present: none

Proceedings

Commissioner Broom called the meeting to order at 10:05 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 May 2, 2013 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.

Additions to the Agenda

There were none.

Public Participation

None

Action Items

A. Certify Fire Captains Promotional List

Staff reported on the Civil Service exam for the position of Fire Captain. The Urbana Fire Department, in consultation with Resource Management Associates, conducted promotional examinations for the position of Captain in June, 2013. The examination process consisted of a written examination that constituted 40% of the overall score, an assessment center which counted for 60% of the overall score, seniority points and Fire Officer Bonus Points. Commissioner Broom moved for approval and Commissioner Knight seconded. Motion passed.

B. Request to establish subjective evaluation categories for Firefighter oral interviews.

As noted in the Firefighter Hiring Act (65 ILCS 5/10-1-7.1 (d)), the Civil Service Commission may establish the criteria for the subjective component of a Firefighter examination process. Staff recommends the Commission approve the following criteria for the subjective evaluation component: Communication skills, Motivation and Initiative, Teamwork, Service Orientation, Role adaptability, Problem solving, Respect for diversity,

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Demonstrated knowledge/preparation and Overall impression. These criteria will be incorporated into the process using open-ended, behavioral-style interview questions. After review and discussion, Commissioner Broom moved for approval and Commissioner Knight seconded. Motion passed.

C. Request to revise the specification and pay grade for the classification of Public Arts Coordinator.

The Community Development Services Department requested a reclassification of the Public Arts Coordinator position to bring it more in line with other similar positions within the Economic Development Division of the Community Development Services Department and with other positions in the Department as a whole. Community Development Director Elizabeth Tyler presented the Commission with a description of the importance and growth of the position of Public Arts Coordinator and the value of maintaining continuity in the position. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

D. Request to revise the specification, title and pay grade for the classification of Redevelopment Specialist.

The Community Development Services Department requested a reclassification of the Redevelopment Specialist position to bring it more in line with other similar positions within the Economic Development Division of the Community Development Services Department and with other positions in the Department as a whole. The Department is also requesting a title change to "Economic Development Coordinator" to better describe the functions of the position. Community Development Director Elizabeth Tyler presented the Commission with a description of the importance, prominence and growth of the position of Redevelopment Specialist and the value of retention and equity. After review and discussion, Commissioner Knight moved for approval and Commissioner Nally seconded. Motion passed.

E. Request to revise the specification for the classification of Animal Control Officer.

HR Staff respectfully requested that the Civil Service Commission approve the Animal Control Officer job description revisions as proposed. In anticipation of posting the vacancy, Police Department Command Staff has recommended that additional modifications be incorporated. The most substantial changes are to increase the minimum requirements from one year of prior professional or volunteer animal handling experience to two years of experience and to require successful completion of National Animal Control Association Level One certification within one year of hire. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

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F. Request to post Public Arts Coordinator.

HR Staff respectfully requested that the Civil Service Commission approve announcing examinations for the classified position of Public Arts Coordinator and establish the minimum requirements as set forth in the job description. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

G. Request to post Animal Control Officer.

HR Staff respectfully requested that the Civil Service Commission approve announcing examinations for the classified position of Animal Control Officer, following the required time frame of posting required by AFSCME, and establish the minimum requirements as set forth in the job description. After review and discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

H. Request to certify Meter Maintenance Technician transfer.

HR Staff respectfully requested that the Civil Service Commission approve the transfer of previous Animal Control Officer into the position of Meter Maintenance Technician, per AFSCME contract. After discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

I. Request to establish a passing score for Firefighter written exam.

HR staff recommended the Commission establish a preliminary Firefighter Eligibility Register based on candidates successfully passing the physical ability component and a written examination score of 80.0% or higher. This will result in a preliminary eligibility list of 52 candidates with no adverse impact. After discussion, Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary