

**MINUTES OF THE  
September 25, 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 September 25, 2013 in the Executive Conference Room of Urbana City Hall.

**Commission Members:** Present: Willard Broom, Marion Knight and Traci Nally. Absent: Tom Betz.

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

**Others Present:** none

**Proceedings**

Commissioner Broom called the meeting to order at 3:05 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 28, 2013 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, 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. Request to revise the job description for Public Arts Coordinator**

Staff reported that at this time the Community Development Department has requested to withdraw the request for revision to Public Arts Coordinator at this time.

**B. Request to revise the job descriptions for various positions in Information Technology.**

Staff presented revised job descriptions for the positions of A.R.M.S. Programmer/Analyst, Programmer/Analyst, Web Documents Coordinator, UPTV Production Coordinator, PC Programmer/Network Coordinator, Computer Systems Technician and Documents Technician. Most of the revisions are general updated language changes but one change to the job description for the position of PC Programmer/Network Coordinator is adding supervisory responsibility for two Computer System Technicians. Staff agreed to correct all grammatical errors and add pay grade level to all descriptions so they are consistent. After review and discussion, Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

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**C. Request to approve the classification of Network Systems Technician**

In anticipation of a future re-structure of the Information Technology Division, Staff requests the approval of Network Systems Technician job description. After review and discussion, Commissioner Nally 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 3:40 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary