



## NOTICE OF RESCHEDULED CIVIL SERVICE COMMISSION MEETING

The Civil Service Commission of the City of Urbana has rescheduled its regular meeting of Wednesday, Nov. 27, 2013. The new time and date are 4:00 p.m. on Wednesday, December 4, 2013 at the Urbana City Building in the Executive Conference Room (2<sup>nd</sup> floor), 400 South Vine Street, Urbana, Illinois. Those wishing to attend should dial 128 on the phone located next to the 2nd floor security door.

### AGENDA

1. Call to order and roll call.
2. Approval of minutes: October 30, 2013
3. Additions to agenda.
4. Public comment.  
*Each person wishing to speak before the Civil Service Commission on any matter shall approach the Civil Service Commission, give name and address, and limit comments to 5 minutes. State law generally precludes the Civil Service Commission from acting upon any topic initially presented during oral communications. Your information may be received, placed on the next agenda or referred to the Chief Examiner.*
5. Closed Session
  - A. Closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body per 5 ILCS 120/2(c)(1).
6. Action Items.
  - A. Request to decertify Police Sergeants' Promotional Register.
  - B. Request to add class specification of Police Services Assistant.
  - C. Request to post a Planner I and Planner II positions externally.
  - D. Request to consider change to Code Enforcement Coordinator job description.
  - E. Request to consider Reclassification Criteria to Civil Service Rules.
  - F. Discuss change to December meeting date.
  - G. Request approval of 2014 Meeting Calendar.
7. Informational Items.
  - A. Division Activity Report
8. Other Business
9. Adjournment

Vacellia Clark  
Chief Examiner

---

In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting Todd Rent, the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or TTY 217-384-2447; or by email at [terent@urbanaindinois.us](mailto:terent@urbanaindinois.us). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

---

Posted at the City Building at 1:45 p.m. on Dec. 2, 2013.

