

**NOTICE OF
REGULAR CIVIL SERVICE COMMISSION MEETING**

Urbana City Building
Executive Conference Room
400 South Vine Street
Urbana, Illinois

Those wishing to attend should dial 128 on the phone located next to the 2nd floor security door.

Wednesday, January 29, 2014 at 4:00 p.m.

AGENDA

1. Call to order and roll call.
2. Approval of minutes: Dec. 4, 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. Action Items.
 - A. Request to Establish a Passing Score for Code Enforcement Coordinator.
 - B. Request to Establish a Passing Score for Planner I.
 - C. Request to Establish a Passing Score for Planner II.
 - D. Request to Establish a Passing Score for Archive Librarian.
 - E. Request to Establish a Passing Score for ARMS Programmer/Analyst.
 - F. Request to Approve New Classification for Programmer/Analyst I.
 - G. Request to Externally Post Programmer/Analyst I Position.
 - H. Request to Modify Network Systems Technician Job Description.
 - I. Request to Internally Post Network Systems Technician.
 - J. Request to Change Job Title of PC Programmer/Network Coordinator.
 - K. Request to Certify New Hires in Fire Department and Police Department.
6. Informational Items.
 - L. Activity Report
7. Other Business
8. 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@urbanainline.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.

I hereby certify that the agenda for the above stated Meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Monday, Jan. 27, 2014 at 10:00 a.m.

Attest: Elizabeth Borman, Asst. Human Resources Mgr.