

**MINUTES OF THE
March 5, 2014
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 March 5, 2014 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Marion Knight and Tom Betz. Absent: Traci Nally.

Staff Present: Present: Vacellia Clark, Civil Service Commission Chief Examiner; and Elizabeth Borman, Assistant Human Resources Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:03 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 January 29, 2014 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, 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

1. Action Items.
 - A. Request to certify Police Sergeant promotional register.
This action item was tabled until the next scheduled meeting.
 - B. Request to approve the classification of Parking Enforcement II.
Human Resources staff requested approval of the classification of Parking Enforcement Officer II. This class differs from the lower-level class in the skill level required and the sensitivity, complexity and accountability of assigned duties. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
 - C. Request to modify Rule 7.9 (Decertification of Eligibility Registers).
Human Resources staff recommended revising Rule 7.9 to eliminate ambiguity. The language proposed is "When an eligible list no longer meets the needs of the City in the opinion of the Appointing Authority, a request may be made to the Civil Service Commission to order a new examination to provide candidates". Commissioner Betz requested that the language include "opinion of the Appointing Authority based on objective criteria, i.e. relates to need and job performance. Human Resources staff will

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work on the revision of the language and have the proposal ready to present at the next scheduled meeting.

Informational Items.

Human Resources staff informed the Commission on a Wellness Challenge that City employees are currently participating in through Champaign Urbana Public Health District.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary