

**MINUTES OF THE  
May 30, 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 May 30, 2014 in the Executive Conference Room of Urbana City Hall.

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

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

**Others Present:** Celeste Choate, Executive Director, Urbana Free Library and Kathy Wicks, Associate Director, Urbana Free Library.

**Proceedings**

Commissioner Knight called the meeting to order at 4:05 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 March 26, 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 revise IT Manager classification- Urbana Free Library**

Urbana Free Library Staff requested approval of the classification of IT Manager. The job description has been updated to bring it current with today's technology. Commissioner Betz informed the staff that his spouse is on the Urbana Free Library Board and wanted to make sure it would not be a conflict of interest. Assistant City Attorney Curt Borman addressed the staff to verify that it would not be a conflict of interest for Commissioner Betz because there would be no financial gain on the part of his spouse by this appointment and she would not be the sole vote on the hire. The Library staff indicated that the Library Board will not have a role in selecting the person for hire. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

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**B. Request to post IT Manager position externally.**

Urbana Free Library staff requested approval to post IT Manager externally. This position is slated to be classified at Pay Grade 39. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

**C. Request to revise Housing Inspector classification.**

Human Resources staff requested approval to revise Housing Inspector classification. There were no substantial changes other than adding computer skills. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

**D. Request to post Housing Inspector classification.**

Human Resources staff requested approval to post Housing Inspector externally. This position is slated to be classified at Pay Grade 40. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

**Informational Items.**

There were none.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary