

**NOTICE OF
RESCHEDULED CIVIL SERVICE COMMISSION MEETING**

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

The Civil Service Commission of the City of Urbana has rescheduled its regular meeting of Wednesday, May 28, 2014. **The new time and date are 4:00 p.m. on Wednesday, July 23, 2014, in the Urbana City 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.*

AGENDA

1. Call to order and roll call.
2. Approval of minutes: May 30, 2014.
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. Informational Items.
 - A. Discuss Police Recruiting Procedures.
6. Action Items Requested:
 - A. Approve passing score for Housing Inspector.
 - B. Modify job description for Benefits Coordinator.
 - C. Modify job description for Assistant Human Resources Manager.
 - D. Modify job description for Plumbing/Building Inspector.
 - E. Modify job description for Landscape Technician.
 - F. Modify job description for Civil Engineer.
7. Informational Items.
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@urbanaininois.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 Wednesday, July 21, 2014 at 10:30 a.m.

Attest: Elizabeth Borman, Asst. Human Resources Mgr.