

**NOTICE OF RESCHEDULED MEETING  
OF THE CIVIL SERVICE COMMISSION**

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 2<sup>nd</sup> floor security door.*

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the regularly scheduled meeting of the City of Urbana Civil Service Commission set for Wednesday, Aug. 27, 2014 at 4:00 p.m. has been rescheduled to **Wednesday, September 3, 2014 at 4:00 p.m. in the Executive Conference Room, 400 South Vine Street, Urbana, Illinois.**

**AGENDA**

1. Call to order and roll call.
2. Approval of minutes: July 23, 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. Action Items.
  - A. Approve passing score for IT Manager (Urbana Free Library)
  - B. Request for approval of new and/or revised classification specifications:
    - (1) Account Clerk I
    - (2) Administrative Assistant (City Clerk's Office)
    - (3) Administrative Assistant (Finance)
    - (4) Administrative Assistant (Public Works)
    - (5) Customer Service Account Clerk
    - (6) Environmental Compliance Officer
    - (7) Recycling Coordinator
    - (8) Civil Engineer—Transportation
6. Informational Items.
7. Other Business
8. Adjournment

Vacellia Clark, Chief Examiner



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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.

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I hereby certify that the agenda for the above stated Meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Saturday, August 23, 2014.

Attest: Elizabeth Borman, Asst. Human Resources Mgr.