

**MINUTES OF THE
October 29, 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 October 29, 2014 in the Executive Conference Room of Urbana City Hall.

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

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

Others Present: William Gray, Public Works Director, Elizabeth Tyler, Community Development Director, Brian Nightlinger, Fire Chief and Elizabeth Beaty, Administrative Services Manager, Finance Department.

Proceedings

Commissioner Knight called the meeting to order at 4:02 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 September 3, 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

Vacellia Clark advised Commission that we would begin with agenda item "G" due to City staff availability for presentations for the meeting.

Public Participation

None

Action Items

1. Action Items.

G. Request for approval of new and/or revised classification specifications:

- (1) Civil Engineer—Drainage and Development – tabled until next scheduled meeting
- (2) Administrative Assistant (Finance)- Elizabeth Beaty requested approval to modify job description, change title and change pay grade for the position of Administrative Assistant I. Due to changes of duties and responsibilities and re-organization of the Finance Department a change of title to Administrative Assistant II and change of pay grade to 30 was recommended. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

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- (3) Customer Service Account Clerk- Elizabeth Beaty requested approval to modify job description and change pay grade for the position of Customer Service Account Clerk. Due to vehicle ordinance changes and re-organization of the Finance Department a change of pay grade to 30 is recommended. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.
- (4) Administrative Assistant (Public Works)- William Gray requested approval to modify job description, change title and change pay grade for the position of Administrative Assistant I. Due to the skill level necessary, increased degree of confidentiality, independence and customer skills required, a change of title to Administrative Assistant II and change of pay grade to 30 was recommended. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.
- (5) Administrative Assistant (Community Development)- Elizabeth Tyler requested approval to modify job description, change title and change pay grade for the position of Administrative Assistant I. Due to continued expansion of duties and responsibilities including Rental Registration program and increased degree of confidentiality, a change of title to Administrative Assistant II and change of pay grade to 30 was recommended. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

A. Request for approval of register for Fire Engineer.

Staff requests the Civil Service commission approve the register for Fire Engineer based on the following criteria: 1) Assessment Center: four stations = 60% of the total score; 2) Written examination= 40% of the total score; 3) Engineering Bonus Points System= Five (5) bonus points; and 4) Seniority Points. There was an objection to two questions on assessment center station so after review the Union Executive Committee determined to discard the two challenged questions. This decision did not alter the results of the Register ranking. The register contains five (5) names. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

B. Request for approval of passing score for Building Inspector I.

Staff recommends a passing score of 60 percent using the application as the Civil Service Exam. This would result in an eligibility register of 11 candidates. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

C. Request for approval of passing score for Landscape Technician.

Staff recommends establishing a passing score for Landscape Technician based on the minimum requirement of two years' related experience. This would result in an eligibility register of 22 candidates. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

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D. Request for approval of passing score for Civil Engineer (Transportation).

The City received six applications for this position. Staff recommended establishing the register based on applicants having a Bachelor's degree in Civil Engineering with emphasis in the studies of transportation engineering and a minimum of four years of increasingly responsible professional engineering experience, with transportation engineering background. This would result in a register consisting of four candidates. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

E. Request to amend Firefighter Hiring Rules.

Staff requests the Civil Service Commission approve the revisions to the Firefighter Hiring Rules regarding written exam and preference point categories due to amendments by Public Act 98-0760 and Fire Department Command Staff. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

F. Request to amend Civil Service Rule 6.1

Staff requests the Civil Service Commission approves revision to Civil Service Rule 6.1(c) by eliminating the requirement that Police Officer applicants must be U.S. Citizens in order to test for the position. Instead, staff recommends requiring citizenship at the time of hire. Both Commissioner Betz and Commissioner Nally denied approval of this request.

Informational Items.

There were none.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary