

**NOTICE OF REGULAR 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 2nd floor security door.

Wednesday, January 28, 2015 at 4:00 p.m.

AGENDA

1. Call to order and roll call.
2. Approval of minutes: Dec. 10, 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 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. Passing Score for Entry-Level Police Officer.
 - B. Revise job description for Parking Enforcement Supervisor.
 - C. Revise job description for Certified Mechanic.
 - D. Request to add position of Administrative Assistant II to the classified service.
 - E. Firefighter Exam Announcement.
6. Informational Items.
 - A. Discussion of Library Civil Service matter.
 - B. Discussion of Rule 12.8 item.
 - C. Activity Report.
7. Other Business
8. Adjournment

Todd Rent, 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@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.

I hereby certify that the agenda for the above stated Meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Monday, Jan. 26, 2015.

Attest: Elizabeth Borman, Asst. Human Resources Mgr.