

**MINUTES OF THE  
February 25, 2015  
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 February 25, 2015 in the Executive Conference Room of Urbana City Hall.

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

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

**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 January 28, 2015 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

None

**Public Participation**

None

**Action Items**

1. Action Items.

**A. Passing Score for Civil Engineer I:**

Human Resources Staff recommends a passing score based on meeting the minimum qualifications of the position and submitting a completed application. This would result in an eligibility register of 39 candidates with no adverse or disparate impact. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**B. Request to Decertify Register #148 (Entry Level Police Officer):**

Human Resources Staff request approval to decertify register #148- Entry Level Position. An updated register has been established and candidates on register #148 were advised of the new testing process. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

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**C. Request to Decertify Register #103 (Redevelopment Specialist).**

Human Resources Staff request approval to decertify register #103- Redevelopment Specialist posted on 8/30/11. The position was re-classified as Economic Development Coordinator and will be posted in the near future. Candidates on register #103 were advised of the new application process. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**Informational Items**

**A. Discussion of Library Civil Service matter.**

Celeste Choate, Executive Director, Urbana Free Library reported to Elizabeth Borman that the current I.T. Manager does not have a problem being classified as a non-Civil Service employee. She is waiting to hear a decision on the status of the other employee that is a non- civil service position but was lead to believe she was a Civil Service employee.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,  
Rhonda Collins, Recording Secretary