

**MINUTES OF THE
September 3, 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 September 3, 2015 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Marion Knight and Traci Nally.

Staff Present: Elizabeth Borman, Assistant Human Resources Manager, and Rhonda Collins, Benefits Coordinator II.

Proceedings

Commissioner Knight called the meeting to order at 4:00 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 August 26, 2015 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

1. Action Items.

A. Certify promotional list for Fire Lieutenants

Human Resources Staff recommends approval for certification of the Urbana Fire Department Lieutenant Promotion List which includes 9 candidates. This list is established every three years. The testing process is administered by a third party vendor. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

B. Consider subjective component criteria for Firefighter interviews

Human Resources Staff provided the Commission with a list of Core Competencies for consideration during Fire Fighter interviews that would serve as the subjective component of the process. Commissioner Nally moved for approval of the criteria and Commissioner Knight seconded. Motion passed.

Civil Service Commission Meeting Minutes

September 3, 2015

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary