

**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, October 28, 2015 at 4:00 p.m.

AGENDA

1. Call to order and roll call.
2. Approval of minutes: September 15, 2015
3. Additions to agenda
4. Public comment
5. Action Items
 - A. Job Description: Adult Services Librarian (Urbana Free Library)
 - B. Job Description: Circulation Clerk (Urbana Free Library)
 - C. Job Description: Information Clerk (Urbana Free Library)
 - D. Approve passing score for Parking Enforcement Officer
 - E. Approve passing score for Office Skills Test (Administrative Assistant II and Police Services Representative).
 - F. Determine meeting dates for November and December.
6. Informational Items
 - G. Notice of appointments promotions, resignations, and vacancies.
7. Adjournment

Todd Rent

Human Resources Manager/Civil Service 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, Oct. 26, 2015.

Attest: Elizabeth Borman, Asst. Human Resources Mgr.