

**MINUTES OF THE
July 26, 2017
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

A special meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on July 26, 2017 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Thomas Betz, Tracy Nally and Marion Knight

Staff Present: Elizabeth Borman, Assistant Human Resources Manager; Sylvia Morgan, Chief of Police

Proceedings

Commissioner Knight called the meeting to order at 4:02 p.m. and Ms. Borman 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 May 24, 2017 meetings of the Commission for approval. 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

- A. Request to establish passing score for Police Sergeant promotional process and certify eligibility register.

Chief Morgan requested the passing score to be established at 65 percent, noting that she and current command staff members used different merit scoring than past administration. The request also takes into consideration the monetary expenditures used to establish create the list and the length of time the register will be active. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

- B. Request to reclassify Administrative Assistant I (City Clerk) to Administrative Assistant II.

Staff presented a revised job description and requested a reclassification for the current Administrative Assistant I in the City Clerk's office. The incumbent is currently performing duties at a higher level than the current job description allows, particularly in the area of information technology. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

- C. Request for establish a written exam passing score for Entry-Level Firefighter

Staff recommended a passing score for the Entry-Level Firefighter written examination as follows: Human Relations: 73.00; Mechanical: 50.00; Math: 60.00; Reading: 60.00. Establishment of this passing score resulted in no observed disparate impact and would result in 123 candidates eligible to interview. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

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Informational and Discussion Items

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:34 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary