

**NOTICE OF THE 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 100 on the phone located next to the 2<sup>nd</sup> floor security door.*

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the Civil Service Commission of the City of Urbana will hold a regular meeting at 4:00 p.m. on Wednesday, June 26, 2019, in the 2<sup>nd</sup> Floor Executive Conference Room, 400 South Vine Street, Urbana, Illinois.

**AGENDA**

1. Call to order and roll call.
2. Approval of minutes: April 24, 2019
3. Public comment
4. Action Items
  - A. Request to modify job description for Crime Analyst II
  - B. Request to modify job description for Public Facilities Supervisor
  - C. Request to modify job description for Economic Development Coordinator
  - D. Request to modify job description for Economic Development Specialist
  - E. Request to establish classification for Housing Inspector II/Code Compliance Supervisor
  - F. Request to establish classification for Building Inspector II/New Construction Supervisor
  - G. Request to establish passing score for Firefighter-EMT
5. Informational and Discussion Items
6. Adjournment

Todd Rent  
Human Resources Director/Civil Service Chief Examiner



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In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting 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 by email at [hro@urbanaillinois.us](mailto:hro@urbanaillinois.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.

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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, June 24, 2019.

*Elizabeth Borman*

Attest: Elizabeth Borman, Asst. Human Resources Mgr.