

**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, October 30 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: August 14, 2019
3. Public comment
4. Action Items
  - A. Request modification to the full-time Digital Media & Graphic Designer job description (Urbana Free Library)
  - B. Request modification to the Police Services Representative job description
  - C. Request modification to the Electrical Supervisor job description
  - D. Request to add classification: Administrative Support Assistant/Office Clerk
  - E. Request to establish passing score for Plumbing/Mechanical Inspector
  - F. Request to establish passing score for Police Services Representative
  - G. Request to establish passing score for Maintenance Worker
  - H. Request to establish passing score for Electrical Supervisor
  - I. Request to establish passing score for Operations Supervisor
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@urbanaininois.us](mailto:hro@urbanaininois.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, Oct. 28, 2019.

*Elizabeth Borman*

Attest: Elizabeth Borman, Asst. Human Resources Mgr.