

DATE: Wednesday, February 22, 2023

TIME: 4:00 P.M.

PLACE: Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in regular session on February 22, 2023.

Commissioners present: Thomas Betz, William Gray, Traci Nally

Staff present: Femi Fletcher, Human Resources Manager
Tamra Lighty, Interim Human Resources Coordinator

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m. and Femi Fletcher recorded the minutes. A quorum of commissioners was 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 January 25, 2023 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes; Commissioner Gray seconded, and the minutes were approved as written.

Public Participation

None.

Action Items

A. Request to modify classification: Financial Services Coordinator

Staff explained that modifications to this position reflected updates to the essential functions and job requirements of the classification, and were being presented in anticipation of filling a vacancy. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

B. Request to establish passing score: Firefighter/EMT

Staff explained that the recruitment cycle for Firefighter had lasted from July to December 2022 and the subjective component of the process had been completed at the end of January 2023. A passing score 77 was requested for the written component, and a passing score of 60 was requested for the total, weighted, written and subjective components. Commissioner Gray inquired as to why the number of total reported male, female, minority, and non-minority applicants on the provided disparate impact analysis did not match the total number of candidates on the presented eligibility list; staff explained that disclosure of this information is voluntary and that the report did not reflect information for candidates who elected not to provide it. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

Informational Items

City of Urbana staff provided the following updates in Civil Service positions:

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- New Hires: Administrative Assistant, Firefighter/EMT
 - Separations: Community Development Specialist; Police Services Representative

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:07 p.m.

Respectfully submitted,
Femi Fletcher