

**NOTICE OF REGULAR MEETING  
OF THE CIVIL SERVICE COMMISSION**

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.

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**DATE:** Wednesday, September 29, 2021

**TIME:** 4:00pm

**PLACE:** Zoom

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**AGENDA**

1. Call to order and roll call
2. Approval of minutes
3. Public comment
4. Action items
  - A. Modify Rule 2.9 — Exemptions from the Classified Service
  - B. Add classification – Police Lieutenants
  - C. Add classification – Fire Division Chiefs
  - D. Modify classification – UPTV Production Coordinator
  - E. Update Circulation Clerk and Information Assistant job descriptions (Urbana Free Library)
  - F. Request to reopen search for FT Circulation Clerk/Information Assistant and set a passing score (Urbana Free Library)
5. Informational items
6. Adjournment



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In compliance with the Americans with Disabilities Act (ADA): Reasonable accommodations may be requested by contacting Elizabeth Borman, in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2459, or by email at [eborman@urbanaindinois.us](mailto:eborman@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.

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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, Sept. 27, 2021.

*Elizabeth Borman*

Attest: Elizabeth Borman, Human Resources Mgr.

\*Due to the Governor and Mayoral Emergency Covid-19 Orders, Commission members will meet remotely using Zoom, and anyone can attend virtually via Zoom. Additional instructions are below. For those wishing to provide public input, please email your statement to Elizabeth Borman at: [eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us) by the start time on the date of the meeting. Your statement will be read into the record per public input rules. Public input also may be provided via Zoom.

When: Sep 29, 2021 04:00 PM Central Time (US and Canada)

Topic: Civil Service Commission

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82251526867>

Or One tap mobile :

US: +13126266799,,82251526867# or +19292056099,,82251526867#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 822 5152 6867

International numbers available: <https://us02web.zoom.us/j/82251526867>

### **PUBLIC INPUT GUIDELINES**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City boards and commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner.

Public Input will be taken in the following ways:

#### **Zoom Webinar Participant**

Click on the link listed in the agenda to join the Webinar. You must provide your name and email address in order to join the Webinar. If you wish to speak during Public Input, "raise your hand" and wait to be called on by the meeting host. You must state your first and last name for the meeting record. Participants will be muted except when they are called on to speak; video will remain off for all members of the public when speaking.

#### **Telephone Participant**

Call the phone number listed on the Agenda. Enter the Webinar ID followed by the # key. All callers are muted by default. If you wish to speak, "raise your hand" by pressing \*9 once. When you are called on by the host or presiding officer, you will be un-muted. You must state your first name and last name for the meeting record.

#### **Email Input**

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Emailed public input labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved. We cannot guarantee that all emails will be read aloud, due to variations in the volume of mail and time available.

#### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk, or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

### **Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the Human Resources office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: (217) 384-2459
- Email: [eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)