

DATE: Wednesday, June 30, 2021

TIME: 4:00 P.M.

PLACE: *Held virtually due to Governor's Stay at Home order

The Urbana Civil Service Commission met in regular session on June 30, 2021 via Zoom.

Commissioners physically present: None

Commissioners present virtually: Marion Knight, Thomas Betz, and Traci Nally.

Staff present virtually: Femi Fletcher, Human Resources Generalist; Liz Borman, Human Resources Manager; and Jason Liggett, UPTV Station Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:01 p.m. and Liz 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 February 24, 2021 meeting of the Commission for approval. Motion duly made by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: None

Public Participation

Wayne Williams spoke on the Grants Manager position moving from an appointed position to the classified service.

Action Items

A. Classification revision: Cataloging Clerk I (Urbana Free Library)

Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

B. Establish Firefighter register

Staff explained the Commission had approved a passing score in February for the most recent recruitment, and was now requesting certification of the new register based on that passing score as well as preference points. Staff requested two actions: decertify the existing list from 2019 and approve the new register. To decertify the existing register, Commissioner Nally motioned and was seconded by Commissioner Betz and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none. To certify the new register, Commissioner Nally motioned and was seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

C. Request to establish new classification: Grants Manager

Staff explained that the Grants Manager had been an appointed position when it functioned as a division head, but the duties and responsibilities of the position have changed over the years. The positions that had previously functioned as division heads have moved into deputy directors, with other supervisory positions coming into classified service. Commissioner Betz noted that a different mayor could decide to move it back to an appointed position. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

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D. Request to establish new classification: Building Inspector I

Staff noted that this was an existing classification, and the request related to revisions. More time to acquire a driver's license and to update the certification requirements, as well as to allow more time to attain these certifications. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

E. Classification revision: Services Supervisor

Staff noted that this was also an existing classification that was being updated after a significant time. One significant change was to update the type of degree, as it was largely obsolete. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

F. Classification revision: Electrician I

Staff requested revisions based on the changes in work to the responsibilities, particularly the addition of a certification requirement for Roadway Technician I. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

G. Request extension per Rule 9.4 (Temporary Appointment)

Staff requested an extension to a temporary appointment of up to 120 days to allow a current employee continuing filling a vacant position (Police Services Coordinator). Per Civil Service rules, temporary appointments may only last 120 days but the position has not yet been filled. Allowing the temporary appointment to continue being filled has allowed the department to continue operationally. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

Informational items

Commissioner Knight announced that this would be his last meeting.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:20 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary