

**NOTICE OF SPECIAL 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 2nd 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 special meeting at 4:00 p.m. on Wednesday, April 18, 2018, in the 2nd Floor Executive Conference Room, 400 South Vine Street, Urbana, Illinois.

AGENDA

1. Call to order and roll call.
2. Approval of minutes: March 14, 2018
3. Additions to agenda
4. Public comment
5. Action Items
 - A. Request to modify job description for Electrical Inspector
 - B. Request to modify job description for Administrative Assistant II (City Clerk's Office)
 - C. Request to modify job description for Administrative Assistant III (City Clerk's Office)
6. Informational and Discussion Items
7. Adjournment

Todd Rent
Human Resources Director/Civil Service Chief Examiner



In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting Alex Bautista, 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 TTY 217-384-2447; or by email at terent@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.

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, April 16, 2018.

Elizabeth Borman

Attest: Elizabeth Borman, Asst. Human Resources Mgr.