

**MINUTES OF THE
February 8, 2017
URBANA CIVIL SERVICE COMMISSION SPECIAL MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on February 8, 2017 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Thomas Betz, Tracy Nally and Marion Knight

Staff Present: Elizabeth Borman, Assistant Human Resources Manager;

Proceedings

Commissioner Knight called the meeting to order at 4:03 p.m. and Ms. 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 December 28, 2016 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to add classification of FOIA Specialist

Staff requested the Commission consider revisions to the FOIA Specialist position and create a separate classification for the position. The Police and Executive Departments jointly recommend that this position be reallocated to the Police Department from the Executive Department to enhance organizational efficiency. No pay grade changes were associated with this request. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

B. Request to modify job description for Administrative Assistant II (Executive Dept.)

Staff explained that the relocation of the FOIA Specialist position as discussed in the previous action item would create a vacant position in the Executive Department. Prior to 2015, the support position for the Chief of Staff and Human Relations Officer functioned at an Administrative Assistant II level. In 2015, this position was enhanced to the Administrative Assistant III level due to the advanced programmatic support of the FOIA function. Now that FOIA responsibilities will be transferring out of the department along with the title holder, the appointing authority requests the position return to the Administrative Assistant II level with proposed changes. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

C. Request for interdepartmental transfer

Two non-probationary employees have requested job transfers, with the approval of the respective appointing authorities. The individual currently employed in the Executive Department as an Administrative Assistant III/FOIA Specialist has requested a transfer to the Police Department, a move that would improve organizational efficiency. Meanwhile, a non-sworn employee, currently serving in the Police Services division as the Police Services Assistant, will experience a reduction in employment status from full-time to part-time. This employee is currently serving at the equivalent level of an Administrative Assistant II. Per Urbana Civil Service Rules 8.1 and 14.1, both the movement of the FOIA Specialist to the Police Department and the reciprocal realignment of the Police Services Assistant to

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the Executive Department, satisfy the criteria for voluntary employment transfers. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

D. Request to modify job descriptions for Meter Maintenance Technician I and II

This item was tabled pending further information.

E. Request to modify Civil Service Rule 12.1

Staff requested the removal of the requirement noted in Rule 12.1 that candidates on eligibility lists notify the Commission of updates in marital status. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

Informational and Discussion Items

F. Notice of Appointments

City staff noted the following: Sukiya Reid, Administrative Assistant II and Takela Lucas, Parking Enforcement Officer I, have completed their respective probationary periods; Vince Gustafson, Public Facilities Supervisor, was promoted to Public Facilities Manager and is no longer in the classified service; Matthew Bain has been promoted to Police Sergeant; Pauline Tannos, Public Arts Coordinator, gave notice of resignation; and Sgt. Adam Chacon gave notice of retirement.

The Urbana Free Library provided written notice that Susan Peters began employment as the Acquisitions Cataloging Clerk on February 6, 2017.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:23 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary