

**MINUTES OF THE
July 27, 2016
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on July 27, 2016 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Tracy Nally and Marion Knight.

Staff Present: Elizabeth Borman, Assistant Human Resources Manager

Proceedings

Commissioner Knight called the meeting to order at 4:06 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 June 22, 2016 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to reclassify job description for Account Clerk II

Staff presented a revised version of the Account Clerk II job description and explained that the duties that were initially envisioned had changed in practice. Ms. Nally questioned if the pay grade would be changing as well; staff responded this would be reviewed in the future if the position should become vacant. Ms. Nally voted to approve the amended job description; Mr. Knight seconded. Motion approved.

B. Request to decertify register for Housing Inspector

Staff requested decertification of the Housing Inspector list, which was initially approved on Sept. 15, 2015. All candidates on the list have considered by the hiring manager, rendering the list exhausted. Ms. Nally voted to approve the amended job description; Mr. Knight seconded. Motion approved.

C. Request to modify job description for Meter Maintenance Technician I and

D. Request to modify job description for Meter Maintenance Technician II

At the request of staff, these two items were tabled until further notice.

Informational and Discussion Items

None

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:13 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary