

**MINUTES OF THE
May 4, 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 May 4, 2016 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Tracy Nally and Thomas Betz.

Staff Present: Todd Rent, Human Resources Manager, Elizabeth Borman, Assistant Human Resources Manager, Rhonda Collins, Benefits Coordinator II and Celeste Choate, Executive Director, Urbana Free Library.

Proceedings

Commissioner Nally called the meeting to order at 4:02 p.m. and Ms. Collins 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 March 23, 2016 meeting of the Commission for approval, whereupon 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 approve passing score for Crime Analyst.

Staff requested the Commission approve a passing score for Crime Analyst at 44%. At this proposed passing point, 24 candidates would be eligible for consideration with no adverse impact. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

B. Request to approve passing score for Civil Engineering Technician.

Staff requests the Commission approve a passing score for Civil Engineering Technician at based on meeting the minimum requirements of the position. At this proposed passing point, 30 candidates would be eligible for consideration with no adverse impact. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

C. Request to approve passing score for Planner I/II.

Staff requested the Commission approve a passing score for Planner I/II at 30%. At this proposed passing point, 44 candidates would be eligible for consideration with no adverse impact. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

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D. Request to approve job description for Acquisitions Services Catalogue Clerk I.

Celeste Choate requested the Commission approve a job description for Acquisitions Services Catalogue Clerk I due to a future filling of vacancy. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

E. Request for exemption to Civil Service Rule 10.1 (Matthew Rejc)

Community Development Management Staff requested a waiver of Civil Service Rule 10.1 requiring that an incumbent be in a position for at least one year prior to being considered for promotion. The waiver was requested for Matthew Rejc, who has been serving as a Community Development Specialist since July, 2015. While Mr. Rejc has now met the requirement for two years of related professional experience for promotion to the Community Development Coordinator position, and has worked in related positions at the City for the past 18 months, he has not yet met the one-year promotional requirement within the current civil service position of Community Development Specialist. Commissioner Betz moved approval of waiving one year of service requirement for promotion eligibility and Commissioner Nally seconded. Motion approved.

Informational and Discussion Items

Celeste Choate discussed the option of working hours for the position of Catalogue Clerk I. Their normal work schedule is 39 hours per week and it is a possibility that the incumbent would work 36 hours per week. She will present analysis and proposal at a future meeting.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary