

**MINUTES OF THE
March 23, 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 March 23, 2016 in the Executive Conference Room of the Urbana City Building.

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

Staff Present: Todd Rent, Human Resources Manager, Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator II.

Proceedings

Commissioner Knight 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 February 10, 2016 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

Carol McKusick addressed the Commission on the topic of recording Civil Service Commission meetings.

Action Items

A. Request to revise job description for Planner I/II and approve external posting.

Staff requested the Commission approve a combined job description for Planner I/II with different levels of experience/education for each classification. The pay grades assigned to these positions would be 30/38. The external posting will include both levels and classification will be based on the candidate's level of education/experience. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

B. Request to approve new classification of Crime Analyst.

Staff requests the Commission approve the classification of Crime Analyst I/II. Crime Analyst I (Pay grade 38) is the entry-level classification in this series. Incumbents perform the more routine assignments requiring the application of basic data research and analysis principles. Crime Analyst II (Pay grade 41) is the journey-level classification in this series. Incumbents perform complex technical assignments requiring professional knowledge and skills in conducting data research and analysis projects, formulating recommendations, and communicating findings effectively and are expected to exercise independent judgment working within established systems. Commissioner Nally moved approval and Commissioner Knight seconded. Commissioner Betz opposed due to reporting structure. Motion approved.

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C. Request to approve passing score for Entry-Level Police Officer.

Staff requested the Commission approve the passing score of 68.00% for the video exam and 70.0% for the written and reading portions of the FrontLine National Testing System for Entry-Level Police Officers. This would result in an eligibility register of 86 candidates (72% of the test group) with no adverse or disparate impact. Commissioner Betz moved approval and Commissioner Nally seconded. Motion approved.

D. Request to approve passing score for Animal Control/Community Liaison Officer and decertify previous register.

Staff requested the Commission approve the passing score of 40% for the position of Animal Control/Community Liaison Officer. At this proposed passing point, 16 candidates would be eligible for consideration with no adverse or disparate impact. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

E. Request to approve passing score for Building Inspector and approve continuous register.

Staff requested the Commission approve the eligibility list for Building Inspector based on possession of minimum qualifications, and to establish the register as continuous. This would result in an eligibility register of 16 candidates at this time with no adverse or disparate impact. Commissioner Nally moved approval and Commissioner Betz seconded with the agreement to put an end date on recruitment (April 2, 2016). Motion approved.

F. Request to post Economic Development Specialist internally.

Staff requested the Commission approve posting the position of Economic Development Specialist internally for active City employees. The Department feels that they have qualified individual(s) that would meet the requirements for the position. Commissioner Nally moved approval and Commissioner Betz seconded. Motion approved.

Informational and Discussion Items

G. Combining two part-time, non-Civil Service positions into one full-time position.

Human Resources Manager Todd Rent requested the Commission approve combining two part-time positions into one full-time Civil Service position. The City has an employee that is currently performing two part time positions for two different departments. Mr. Rent proposed creating a job description for the position of Administrative Assistant II that would encompass duties and responsibilities from both of his current positions while providing him Civil Service protection. The Commissioners requested that Staff create the job description and present it for approval at the next scheduled Civil Service meeting.

H. Notice of Appointments

Elizabeth Borman informed the Commissioners of new appointments (hires) by the Urbana Free Library and the City of Urbana since the last meeting.

Elizabeth Borman informed the Commissioners that Human Resources and other City Departments attended the Community Re-entry Fair and it was a success.

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Meeting Schedule for future are:

April 27, 2016

May 25, 2016

June 29, 2016

July 27, 2016

August 31, 2016.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary