

**MINUTES OF THE  
October 28, 2015  
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 September 15, 2015 in the Executive Conference Room of Urbana City Hall.

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

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

**Proceedings**

Commissioner Knight called the meeting to order at 4:05 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 September 15, 2015 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**

1. Action Items.

**A. Job Description: Adult Services Librarian (Urbana Free Library)**

Celeste Choate, Executive Director, Urbana Free Library presented the Commission with a description for the position of Adult Services Librarian for their approval. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**B. Job Description: Circulation Clerk (Urbana Free Library)**

Celeste Choate, Executive Director, Urbana Free Library presented the Commission with a description for the position of Circulation Clerk for their approval. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**C. Job Description: Information Clerk (Urbana Free Library)**

Celeste Choate, Executive Director, Urbana Free Library presented the Commission with a description for the position of Information Clerk for their approval. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

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**D. Approve passing score for Parking Enforcement Officer**

Human Resources Staff recommends approval for setting the passing score for the position of Parking Enforcement Officer using the Diplomat Customer Service Exam at 57% for both the video and reading portions of the exam. This test will be used to establish a register which can be used for the Parking Enforcement Officer I position. This will result in a register containing consisting of 77 individuals with no adverse impact. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**E. Approve passing score for Office Skills Test (Administrative Assistant II and Police Services Representative**

Human Resources Staff recommends approval for setting the passing score for the Office Skills Test at 50% for the average score. This test will be used to establish a register which can be used for both the Police Services Representative and Administrative Assistant II positions. This will result in a register containing consisting of 224 individuals with no adverse impact. A recommendation was made by the Commission to separate the register for Police Services Representative removing the 2 math sections of the exam since that is not a vital part of that position. Human Resources Staff will comply with this recommendation. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**F. Determine meeting dates for November and December**

Future meeting dates were set at November 18, 2015 and December 16, 2015

**Informational Items**

Celeste Choate provided the Commission with a current list of Civil Service employees at the Urbana Free Library and reported one resignation.

Elizabeth Borman reported one lateral transfer for Administrative Assistant I from Finance to City Clerk.

Commissioner Betz moved and Commissioner Nally seconded that the information was received and placed on file.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,  
Rhonda Collins, Recording Secretary