

**MINUTES OF THE  
July 8, 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 July 8, 2015 in the Executive Conference Room of Urbana City Hall.

**Commission Members:** Present: Marion Knight and Traci Nally.

**Staff Present:** Todd Rent, Todd Rent, Civil Service Chief Examiner Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator II.

**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 June 10, 2015 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**

1. Action Items.

**A. Establish Passing Score for Police Officer video exam**

Human Resources Staff recommends a passing score of 65% in each portion of the exam (human relations, written and reading) for the Police Officer exam. This would result in an eligibility register of 54 candidates (83% of the test group) with no adverse or disparate impact. Staff clarified that these candidates will be combined with the current register that was established in January, 2015. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

**B. Establish Classification for Administrative Assistant III (FOIA Specialist)**

Chief Examiner Todd Rent requested that the Commission approve the reclassification of the current Administrative Assistant II in the Executive Department to an Administrative Assistant III. The position will be responsible for the coordination of one or more programmatic specialty areas in support of the Mayor, a department head or an Executive manager. This area of responsibility requires the incumbent to exercise independent judgment in an area that has significant legal and policy consequences.

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Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

**C. Establish Classification for Administrative Assistant III (Police Department)**

Chief Examiner Todd Rent requested that the Commission approve the reclassification of the current Administrative Assistant II in the Police Department to an Administrative Assistant III. The position reports directly to the Chief of Police and independently coordinates activities related to the Police Department's payroll, budget, and complainant notification requirements pursuant to the Civilian Police Review Board Ordinance. This area of responsibility requires the incumbent to exercise independent judgment in an area that has significant legal and policy consequences. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion passed.

**Informational Items.**

**A. Fire Fighter Exam**

Elizabeth Borman, Assistant Human Resources Manager updated the Commission on the Fire Fighter exam that was conducted in June. There were 105 out of 139 candidates present. More information will be provided at the August meeting.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,  
Rhonda Collins, Recording Secretary