

**MINUTES OF THE
June 10, 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 June 10, 2015 in the Executive Conference Room of the Urbana City Building.

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

Staff Present: Todd Rent, Civil Service Chief Examiner; Dr. Elizabeth Tyler, Community Development Director; Kelly Mierkowski, Grants Manager; and Elizabeth Borman, Assistant Human Resources Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:02 p.m. and Ms. Borman recorded the minutes. A quorum consisting of Commissioners Knight and Betz were present, and the meeting, having been duly convened, was ready to proceed with business. Commissioner Nally arrived at 4:07 p.m.

Approval of Minutes

Staff presented to the Commission the minutes of the April 15, 2015 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, seconded by Commissioner Knight, were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

1. Action Items

A. Establish classification for Community Development Coordinator; B. Establish classification for Community Development Specialist; and C. Establish classification for Grants Compliance Specialist

Dr. Tyler explained that due to external circumstances in the federal government's grant allotment process, staff believes it necessary to reorganize the division to better suit the needs of the City and clients. The Coordinator position functions at a higher level than the Specialist positions and both report to the Grants Manager. Commissioner Betz moved approval and Commissioner Nally seconded. Motion passed.

D. Establish classification for Administrative Assistant III

Mr. Rent requested the additional of an Administrative Assistant III classification in response to additional duties being placed on staff. Those employees placed in this classification would have increased discretion in decisions which could have legal, financial and policy implications to the City. Positions categorized in this classification would be placed in Pay Grade 33. Commissioner Betz moved approval and Commissioner Nally seconded. Motion passed.

Civil Service Commission Meeting Minutes

June 10, 2015

E. Request approval to post Parking Enforcement Officer

Commissioner Betz moved approval and Commissioner Nally seconded. Motion passed.

Informational Items.

A. Upcoming Meeting Schedule

Due to the summer schedule, the regular meetings of the Civil Service Commission will be cancelled and special meetings will be held: July 8 and August 5. Meetings will be held at 4 p.m. in the Executive Conference Room of the Urbana City Building.

Adjournment

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

Respectfully submitted,
Elizabeth Borman, Recording Secretary