

**MINUTES OF THE
December 10, 2014
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 December 10, 2014 in the Executive Conference Room of Urbana City Hall.

Commission Members: Present: Marion Knight and Tom Betz.

Staff Present: Vacellia Clark, Civil Service Commission Chief Examiner, Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator II.

Others Present: Brad Bennett, Assistant City Engineer, Craig Shonkwiler, Assistant City Engineer and Celeste Choate, Executive Director, Urbana Free Library.

Proceedings

Commissioner Knight called the meeting to order at 4:04 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 October 29, 2014 meeting of the Commission for approval, whereupon motion duly made by Commissioner Betz, 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. Revise job description for Building Inspector I: Plumbing/Mechanical Inspector:

Due to a recent change in Illinois State Law (Section 750.710b of the Plumber's Licensing Code), Human Resources staff and Building Safety staff request to change the experience and certification requirements for the Plumbing/Mechanical Inspector. Proposed experience requirement of seven (7) years of journey-level experience and proposed certification requirement of certified by the Illinois Department of Public Health as a Plumbing Inspector is requested. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

B. Revise job description for Civil Engineer:

Engineering Management Staff, Brad Bennett and Craig Shonkwiler, requests approval to add an additional job description level for the position of Civil Engineer. The job descriptions proposed include Civil Engineer I (Entry Level), Civil Engineer II (Currently

Civil Service Commission Meeting Minutes

December 10, 2014

Civil Engineer) and Civil Engineer III (Currently Senior Civil Engineer). Civil Engineer II and Civil Engineer III require increased level of education, level of certifications and professional engineering experience. (See attached chart). Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

C. Request job description for Parking Supervisor.

This item was tabled until the next scheduled meeting.

D. Consider passing score for Arborist.

Staff recommends establishing a passing score of 65% based on the minimum requirement of two years' professional experience for the position of Arborist. This would result in an eligibility register of 5 candidates. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

Informational Items.

Celeste Choate, Executive Director, Urbana Free Library was present at meeting to discuss employee Civil Service status based on Civil Service Rule 2.9. She provided an organizational chart of Urbana Free Library staff to illustrate the current reporting system. She provided various job descriptions which indicate Civil Service coverage. In order to comply with Civil Service Rules, City staff will work with Celeste to determine the correct classifications and resolution.

2.9—Exemptions from the Classified Service

The classification plan shall include all classes as approved and from time to time amended by the Civil Service Commission except those exempted by Chapter 24, Article 10, Division 1, Section 10-17 and Chapter 24, 3-7-6 of the Statutes and the Home Rule Ordinance.

Not to be included in the classified service are:

- A. Officers who are elected by the people.
- B. Officers who are elected by the City Council or whose appointment is subject to approval by the City Council.
- C. Judges and clerks of election.
- D. Heads of principal departments and divisions of the City.
- E. Police officers above the grade of Sergeant.
- F. Seasonal employees whose employment does not exceed 240 work days in any fiscal year.
- G. One private secretary to each of the elected City officials.
- H. Administrative assistants to the Mayor.
- I. City Engineer.
- J. Part-time employees as defined in the Ordinance.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,
Rhonda Collins, Recording Secretary