

**MINUTES OF THE  
Sept. 3, 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 Sept. 3, 2014 in the Executive Conference Room of Urbana City Hall.

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

**Staff Present:** Vacellia Clark, Civil Service Commission Chief Examiner and Elizabeth Borman, Assistant Human Resources Manager.

**Others Present:** Kathy Wicks, Associate Director of the Urbana Free Library; Craig Shonkwiler, Asst. City Engineer; and Barb Stiehl, Asst. to the Public Works Director

**Proceedings**

Commissioner Knight called the meeting to order at 4:03 p.m. and Ms. Borman 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 July 23, 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**

There were none.

**Public Participation**

None

**Action Items**

1. Action Items.

**A. Approve passing score for IT Manager (Urbana Free Library)**

Urbana Free Library Staff requested approval of passing score for IT Manager. Ms. Wicks explained that the position was originally posted on July 20, 2014 and extended to allow for a larger pool of applicants; the Library received five (5) applicants total. The test was an evaluation based on credentials and passing score was requested to be set at 30 points out of a possible 50 points, which would result in 3 applicants being placed on the register. Commissioner Betz questioned if this was considered a "robust" pool and whether the low applicant numbers were due to a low salary range; Ms. Wicks replied that the register would be sufficient to make a job offer and the salary range could possibly have had an impact on applicant numbers. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

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**B. Request for approval of new and/or revised classification specifications: Account Clerk I.**

This item was tabled for further discussion until the next meeting pending additional information.

**C. Request for approval of new and/or revised classification specifications: Administrative Assistant (City Clerk's Office).**

This item was tabled for further discussion until the next meeting pending additional information.

**D. Request for approval of new and/or revised classification specifications: Administrative Assistant (Finance).**

This item was tabled for further discussion until the next meeting pending additional information.

**E. Request for approval of new and/or revised classification specifications: Administrative Assistant (Public Works).**

This item was tabled for further discussion until the next meeting pending additional information.

**F. Request for approval of new and/or revised classification specifications: Customer Service Account Clerk (Finance).**

This item was tabled for further discussion until the next meeting pending additional information.

**G. Request for approval of job description revision for Environmental Compliance Officer.**

Staff requested several updates to the job description, which was last amended in 2011. No substantial changes to the minimum requirements are requested, except to add a lifting requirement of up to 50 pounds. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**H. Request for approval of job description revision for Recycling Coordinator.**

Staff requested several updates to the job description, which was last amended in 2010. The most substantial change was to increase the minimum requirement from an associate's degree to a bachelor's degree in a related field (or equivalent experience) due to an increase in the responsibilities which now require substantial knowledge of data gathering, report writing, and analysis. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**I. Request for approval of job description revision for Civil Engineer—~~Transportation~~.**

Craig Shonkwiler, Assistant City Engineer, explained this job description was last revised in 2011 and is now vacant due to a retirement. Previously, the job description combined the two Civil Engineering positions: one overseeing the Drainage and

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Development section and the other focusing on the Transportation section. Further, this combined job description did not require a Professional Engineering (P.E.) license. Given the division's reorganization and increased volume of projects, Mr. Shonkwiler requested that this position require a P.E. license and further be separated into a job description specifically for a transportation-related position. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**Informational Items.**

There were none.

**Adjournment**

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

Respectfully submitted,

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Elizabeth Borman, Recording Secretary