

**MINUTES OF THE  
July 23, 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 July 23, 2014 in the Executive Conference Room of Urbana City Hall.

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

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

**Proceedings**

Commissioner Knight called the meeting to order at 4:02 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 May 30, 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**

Vacellia Clark, Civil Service Commission Chief Examiner requested that agenda items (b) and (c) be moved to the end of the agenda.

**Public Participation**

None

**Informational Items**

Urbana Police Department and City Human Resources staff propose discussing certain changes to the current Police Department recruitment procedure in order to maximum efficiency and increase the number of diverse applicants. Staff believes these changes would increase efficiency and cost-effectiveness in the recruiting process while allowing a greater number of applicants to test. Options will be researched and will be discussed at a future meeting.

**Action Items**

1. Action Items.

**A. Approve passing score for Housing Inspector**

City of Urbana Human Resources staff recommends a passing score of 50 percent using the application as the Civil Service Exam. This would result in an eligibility register of 14 candidates. Commissioner Nally moved for approval and Commissioner Knight seconded. Motion approved (2-Ayes; 1- Nay).

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**D. Modify job description for Plumbing/Building inspector**

Human Resources staff requests approval to modify job description for Building Inspector I: Plumbing/Mechanical Inspector. Requirement change- must currently be a Licensed Plumber by the State of Illinois. Expectations were clarified in revised job description. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion approved.

**E. Modify job description for Landscape Technician**

Human Resources staff requests approval to modify job description for Landscape Technician. Minimum requirements were changed but no major changes were made. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion approved.

**F. Modify job description for Civil Engineer**

Human Resources staff requested approval to modify job description for Civil Engineer. The job description previously consisted of a combined job description for both Civil Engineers but is now separated out into only one- Civil Engineer (Drainage and Development). Qualifications added to job description include minimum 3 years' experience or Master's Degree and 2 years' experience. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**B. Modify job description for Benefits Coordinator**

Vacellia Clark requested approval to modify job description, change title and change pay grade for the position of Benefits Coordinator II. This position has evolved into an advanced professional position with an increased level of responsibility and ability to work independently. A pay grade of 38 was recommended because this position has a comparable level of responsibility to other positions in that pay grade. Commissioner Betz moved for approval and Commissioner Nally seconded. Motion passed.

**C. Modify job description for Assistant Human Resources Manager**

Vacellia Clark requested approval to modify job description and change pay grade for the position of Assistant Human Resources Manager. This recommendation was made due to the increased level of responsibility in the areas of recruitment, policy analysis, wellness initiatives, compensation and training. A pay grade of 42 was recommended because of the value of this position to other City departments as well as increase of independent judgment. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary