

**MINUTES OF THE
March 26, 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 March 26, 2014 in the Executive Conference Room of Urbana City Hall.

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

Staff Present: 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 March 5, 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. Request to establish a classification for Stormwater Management Engineering Technician and post externally.

Human Resources Staff requested approval of the new classification of Stormwater Engineering Technician and approval to post the position externally. The purpose of this position is to offer professional and technical assistance with the City's Stormwater Management Program. The position is slated to be classified at Pay Grade 40 which is the same pay grade as the existing Engineering Technician classification. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

B. Request to approve the classification for Landscape Recycling Center Attendant and post internally and/or externally.

Human Resources staff requested approval of the classification of Landscape Recycling Center Attendant and approval to post the position internally and/or externally. The purpose of this position is to offer professional and technical assistance with the City's Landscape Recycling Center. This position is slated to be classified at Pay Grade 25.

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

C. Request to certify Police Sergeant promotional register.

Human Resources and Police Command staffs request the Civil Service Commission consider a passing score of 70 percent to establish the promotional register for Police Sergeants; the result will place seven candidates on the register. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

D. Request to post Transportation Civil Engineer position externally.

This item was tabled until next scheduled meeting.

Informational Items.

There were none.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary