

**MINUTES OF THE
January 29, 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 January 29, 2014 in the Executive Conference Room of Urbana City Hall.

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

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

Others Present: Kathy Wicks, Acting Director, Urbana Free Library and Anke Voss, Director, Champaign County Historical Archives, Urbana Free Library.

Proceedings

Commissioner Knight called the meeting to order at 4:05 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 December 4, 2013 meeting of the Commission for approval, whereupon motion duly made by Commissioner Knight, seconded by Commissioner Betz 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 Passing Score for Code Enforcement Coordinator.
Human Resources staff recommended a passing score of 44% using the application as the Civil Service Exam. This would result in an eligibility register of 38 candidates. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

- B. Request to Establish a Passing Score for Planner I.
Human Resources staff recommended a passing score of 42 percent using the application as the Civil Services Exam. This would result in an eligibility register of 70 candidates. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

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- C. Request to Establish a Passing Score for Planner II.
Human Resources staff recommends a passing of 42 percent using the application as the Civil Service Exam. This would result in an eligibility register of 71 candidates. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
- D. Request to Establish a Passing Score for Archive Librarian.
The Urbana Free Library recommends a passing score of 65% using the application (written credentials) as the Civil Service Exam. This would result in an eligibility register of 12 candidates. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed. Commissioner Betz disclosed that his wife is a member of the Library Board.
- E. Request to Establish a Passing Score for ARMS Programmer/Analyst.
Human Resources staff recommends a passing score of 65% using the application as the Civil Service Exam. This would result in an eligibility register of 5 candidates. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
- F. Request to Approve New Classification for Programmer/Analyst I.
Human Resources staff requested approval to add the classification of Programmer/Analyst I. This position would be similar to the current Programmer/Analyst position but with reduced qualifications. This classification would be utilized only if no suitable candidates could be found in the current Programmer/Analyst search. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
- G. Request to Externally Post Programmer/Analyst I Position.
Human Resources staff requested approval to externally post the Programmer/Analyst I if no suitable candidates were found through the Programmer/Analyst search. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
- H. Request to Modify Network/Systems Technician Job Description.
Human Resources staff requested modifying the pay grade of the Network/Systems Technician. The hiring manager (Information Technology Director) requested this position to be placed in Pay Grade 35, which would begin at \$21.76/hr. (\$45,260.80 annually) and a norm rate of \$23.06/hr. (\$47,964.80 annually). This rate of pay is very close the midpoint between the pay rates for Computer Systems Technician and PC Programmer/ Network Coordinator. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
- I. Request to Internally Post Network Systems Technician.
Human Resources staff requested approval to post this position internally for a period not less than five (5) business days. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

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- J. Request to Change Job Title of PC Programmer/Network Coordinator.
Human Resources staff requested that the current title of "PC Programmer/Network Coordinator" be changed to "Network Administrator" to more accurately and concisely reflect the duties and responsibilities of the position. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.
- K. Request to Certify New Hires in Fire Department and Police Department.
Human Resources staff requested for the following candidates to be certified as new hires: Devin Miller, Police Officer, effective 1/2/2014; Christopher Whelchel, Police Officer, effective 1/2/2014; Michelle McKnight, Animal Control Officer, effective 1/06/2014; Bobby Kingren, Firefighter, effective 1/15/2014; and Tim Maross, Firefighter, effective 1/23/2014.

Informational Items.

L. Activity Report.

An activity report for December, 2013/January, 2014 was presented to the Commissioners per rule 9.1.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary