

**MINUTES OF THE
December 4, 2013
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 4, 2013 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; Elizabeth Borman, Assistant Human Resources Manager; and Urbana Police Chief Patrick Connolly.

Others Present: none

Proceedings

Commissioner Knight called the meeting to order at 4:04 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 October 30, 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

Closed Session

A. Closed Session: Matters regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, pursuant 5 ILCS 120/2(c)(1).

Commissioner Betz made a motion for the Commission to go into closed session for the purpose of discussing, pursuant 5 ILCS 120/2(c)(1). Commissioner Knight seconded. The vote was as follows:

Betz – Aye

Knight – Aye

The motion carried by roll call vote (2*-aye; 0-nay). The Commission went into closed session at 4:10 p.m. The Commission resumed regular session at 4:43 p.m. with a roll call of the following elected officials physically present: Knight and Betz.

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Action Items

A. Request to decertify Police Sergeants' Promotional Register.

Chief Patrick Connolly explained that the current register for Police Sergeants was certified by the Commission on June 30, 2011 for a period up to three (3) years. When it was established, it contained six names; three individuals from this register have since received promotions and one has declined the opportunity. Police Department management has considered the remaining individuals on the register but consider it to be no longer viable. Staff requested the Commission decertify the current Police Sergeant promotional register. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

B. Request to add class specification of Police Services Assistant.

Staff explained the classification of Parking Enforcement Supervisor was no longer an active classification due to the reorganization of the Parking Enforcement Division. Police Department management requested that this classification be modified and renamed to Police Services Assistant. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

C. Request to post a Planner I and Planner II positions externally.

Staff explained that due to two recent resignations, the Planner I and Planner II positions had become vacant. Community Development Department management requested approval to begin filling both positions. Commissioner Betz moved for approval and Commissioner Knight seconded. Motion passed.

D. Request to consider change to Code Enforcement Coordinator job description.

Ms. Clark described proposed changes to the qualifications of Code Enforcement Coordinator recommended by both Human Resources and Community Development Department staff. She stated that the suggested changes would more accurately describe the qualifications of the ideal candidate. Betz moved for approval and Commissioner Knight seconded. Motion passed.

E. Request to consider Reclassification Criteria to Civil Service Rules.

Staff recommended adding qualifying criteria to requests for reclassifying positions to different pay grades. Currently, no criteria exist. Under the proposal, reasons to reclassify a position would include changes to the duties, responsibilities and qualifications of the position but not individual factors of the person currently occupying the position, such as performance-related characteristics, parity with other positions in the division or department, or retention of a specific employee. Commissioners Betz and Knight both recommended that the criteria for either approving or denying reclassification include language to allow for "other factors as they arise." Betz moved for approval and Commissioner Knight seconded. Motion passed.

F. Discuss change to December meeting date.

Staff noted that the date of the next meeting would be on Christmas Day (December 25, 2013). Commissioners opted to wait to see if the meeting would be rescheduled or cancelled, based on need. No action was taken.

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G. Request approval of 2014 Meeting Calendar.

Staff presented the 2014 Commission meeting calendar. Regular meetings for the 2014 year would be held at 4:00 p.m. on the last Wednesday of each month in the Executive Conference of the Urbana City Building.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary