

**MINUTES OF THE  
October 30, 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 October 30, 2013 in the Executive Conference Room of Urbana City Hall.

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

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

**Others Present:** Carol McKusick

**Proceedings**

Commissioner Knight called the meeting to order at 3:05 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 September 25, 2013 meeting of the Commission for approval. Commissioner Nally reported an error on the minutes that Willard Broom was listed as present. Correction will be made by staff on the minutes. Motion duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted, the minutes were approved with change noted.

**Additions to the Agenda**

Staff will present Activity Report for the period of 9/25/13 – 10/29/13 per rule 9.1.

**Public Participation**

Carol McKusick presented a boilerplate suggestion for the Commission requesting access to information optimized by having Legal Staff produce the legal framework for a potential new board of government information. She also expressed concern on updating the City's website when employees are no longer employed by the City.

**Action Items**

**A. Request to void Civil Service Register #143 (Entry Level Police Officer)**

Staff reported that at this time the Police Department Staff has decided to hold off on voiding this register, anticipating upcoming vacancies and interviews.

**B. Request to approve passing score for Animal Control Officer.**

Staff recommended a passing score of 50% using the Animal Control application as the Civil Service Exam. This would result in an eligibility register of 12 candidates with no adverse or disparate impact. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

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**C. Request to approve passing score for Public Arts Coordinator**

Human Resources staff recommended a passing score of 69% using the application as the Civil Service Exam. The hiring manager for this position requests that the passing score be established at 69% with a register of 19 candidates. Alternatively, the Commission may establish the passing score at 77% which will result in 16 candidates. After review and discussion the Commission agreed to establish a passing score of 77%. Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**D. Request to approve final eligibility list for Entry-Level Firefighter.**

Human Resources staff recommended approval of the Final Eligibility List for Entry-Level Firefighter consisting of 50 candidates. This list would be in effect for two years from this date or until the list is exhausted. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**E. Request to post A.R.M.S. Programmer/Analyst position externally.**

Human Resources staff recommended approval to post the A.R.M.S. Programmer/Analyst externally due to a current vacancy. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**F. Request to upgrade Economic Development Specialist Position**

The Community Development Department requested an upgrade of the Economic Development Specialist position. This includes upgrading the position to a full-time position and increasing the pay. The upgrade is necessary due to upcoming increased workload in the Economic Development Division, including increased state reporting requirements for TIF districts, re-application and new reporting requirements to the State for the Urbana Enterprise Zone, the need to focus on increasing the tax base in Urbana, and the importance of economic development in existing and upcoming Council goals. Human Resources staff recommended approval of the Final Eligibility List for Entry-Level Firefighter consisting of 50 candidates. This list would be in effect for two years from this date or until the list is exhausted. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**G. Request to post Economic Development Specialist position internally.**

Human Resources staff recommended approval to post the Economic Development Specialist position internally. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**H. Request to add classification of Code Enforcement Officer Coordinator.**

The Community Development Services Department requested that a new civil service position be added entitled "Code Enforcement Coordinator". This position would be located within the Building Safety Division of Community Development and would be supervised by the Building Safety Manager. The position is necessary to address an increasing volume of activity and demands related to the City's rental registration and inspection program and efforts to address problems of slum and blight conditions, vacant

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buildings and improving their inspection cycle, and would also provide important oversight and coordination for the activities, as well as increased reporting and automation of the program that have been requested by the Mayor and City Council. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**I. Request to post Code Enforcement Coordinator position externally.**

Human Resources staff recommended approval to post the Code Enforcement Coordinator position externally. After review and discussion, Commissioner Nally moved for approval and Commissioner Betz seconded. Motion passed.

**J. Activity Report**

Human Resources staff provided Commission with an Activity Report for the period of 9/25/13 – 10/29/13 including appointments, separations and active vacancies for classified and non-classified employees. This report was produced in compliance with Urbana Civil Service Rule 9.1.

**Discussion**

Vacellia Clark, Civil Service Commission Chief Examiner, proposed changing the Civil Service Meeting time to 4:00 p.m. to accommodate all of the Commissioner's schedules. The Commission agreed to the change in meeting time for future Civil Service Commission meetings.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

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Rhonda Collins, Recording Secretary