

**MINUTES OF THE  
May 2, 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 May 2, 2013 in the Executive Conference Room of Urbana City Hall.

**Commission Members:** Present: Willard Broom and Marion Knight. Absent: none

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

**Others Present:** Carol McKusick

**Proceedings**

Commissioner Broom called the meeting to order at 10:05 a.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 March 28, 2013 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

**Additions to the Agenda**

There were none.

**Public Participation**

Carol McKusick addressed the Commission on the topic of draft meeting minutes.

**Action Items**

**A. Passing Exam Score for Police Services Representative**

Staff reported on the Civil Service exam for Police Services Representative held on April 20, 2013 in Champaign: 160 individuals applied and a total of 97 applicants attending testing. Staff recommended establishing a passing score of 70 percent for the Phone Skills test and 50 percent for each component of the Office Skills test. At these passing points, 24 applicants would be placed on the Civil Service register for the position. Commissioner Broom moved for approval and Commissioner Knight seconded. Motion passed.

**B. Job Description Changes for Animal Control Officer**

Staff recommended approval of the revised job description for Animal Control Officer. After review and discussion, the Commission requested clarification on the function of Hearing Officer as it relates to the position. Commissioner Broom moved for approval and Commissioner Knight seconded. Motion passed.

May 2, 2013

**C. Job Description for Financial Crimes/Crime Scene Investigator**

Staff recommended approval of the job description for the newly-created Financial Crimes/Crime Scene Investigator position in the Police Department. After review and discussion, Commissioner Knight moved for approval provided the minimum requirements for education and/or experience be amended to match that of the Entry-Level Police Officer job description. Commissioner Broom seconded. Motion passed.

**D. Approve Appointment for Arbor Technician**

Staff recommended the Commission approve the request to appoint John Marlin as Arbor Technician. Commissioner Knight moved for approval and Commissioner Broom seconded. Motion passed.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

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Elizabeth Borman, Recording Secretary