



**NOTICE OF
SPECIAL CIVIL SERVICE COMMISSION MEETING**

Urbana City Building
Executive Conference Room (2nd floor)
400 South Vine Street
Urbana, Illinois

Thursday, March 14, 2013 at 10:00 a.m.

AGENDA

1. Call to order and roll call.
2. Approval of minutes: February 27, 2013.
3. Additions to agenda.
4. Public comment.

Each person wishing to speak before the Civil Service Commission on any matter shall approach the Civil Service Commission, give name and address, and limit comments to 5 minutes. State law generally precludes the Civil Service Commission from acting upon any topic initially presented during oral communications. Your information may be received, placed on the next agenda or referred to the Chief Examiner.

5. Action Items.
 - A. Revisions to Account Clerk I Job Description.
 - B. Pay Grade change for Account Clerk I.
 - C. Approval of internal job posting- Account Clerk I.
6. Other Business
7. Adjournment.

Vacellia Clark
Chief Examiner



In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting Todd Rent, the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or TTY 217-384-2447; or by email at terent@urbanaininois.us. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Posted at the City Building at 8:30 a.m. on 3/12/2013.