

**MINUTES OF THE
March 14, 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 March 14, 2013 in the 2nd floor Executive Conference Room of Urbana City Hall.

Commission Members

Present: Willard Broom, Marion Knight

Absent: none

Staff Present

Present: Vacellia Clark, Civil Service Commission Chief Examiner and Rhonda Collins, Benefits Coordinator.

Absent: Elizabeth Borman, Assistant Human Resources Manager

Proceedings

Commissioner Broom called the meeting to order at 10:05 a.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 February 27, 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.

Public Participation

There was no public participation.

Action Items

A. Revision to Account Clerk I Job Description

Staff provided Commission with a revised job description with highlighted increase in responsibilities added for the position of Account Clerk I. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

B. Pay Grade change for Account Clerk I

Staff provided Commission with a memo from Acting Comptroller Bill DeJarnette requesting a re-classification of Account Clerk I bringing it more in line with comparable positions within the City. A pay grade of 30 is recommended for this position due to a salary audit that was conducted. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

C. Approval of internal job posting

Staff requested approval from Commission to post the job of Account Clerk I for internal applicants beginning Friday, March 15, 2013. The deadline for application will be Friday, March 22, 2013. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary