NOTICE OF REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
Urbana City Building
Executive Conference Room
400 South Vine Street
Urbana, Illinois
Those wishing to attend should dial 100 on the phone located next to the 2nd floor security door.

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the Civil Service Commission of the City of Urbana will hold a regular meeting at 4:00 p.m. on Wednesday, December 28, 2016, in the 2nd Floor Executive Conference Room, 400 South Vine Street, Urbana, Illinois.

AGENDA

1. Call to order and roll call.
2. Approval of minutes: October 26, 2016
3. Additions to agenda
4. Public comment
5. Action Items
   A. Request to approve passing score for Library Acquisitions/Administration Clerk
   B. Request to approve modified position description: Administrative Assistant II (Legal)
6. Informational and Discussion Items
   D. Notice of Appointments
7. Adjournment

Alex Bautista
Human Resources Manager/Civil Service 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@urbanaillinois.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.

I hereby certify that the agenda for the above stated Meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Friday, December 23, 2016.

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Attest: Elizabeth Borman, Asst. Human Resources Mgr.