

**MINUTES OF THE
December 28, 2016
URBANA CIVIL SERVICE COMMISSION SPECIAL MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on December 28, 2016 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Thomas Betz, Tracy Nally and Marion Knight

Staff Present: Elizabeth Borman, Assistant Human Resources Manager; Dawn Cassady, Direction of Circulation Services (Urbana Free Library).

Proceedings

Commissioner Knight called the meeting to order at 4:03 p.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 October 26, 2016 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to approve passing score for Library Acquisitions/Administration Clerk

Ms. Cassady explained the selection process for the Library Acquisitions/Administration Clerk. They received 58 applications. Applications served as the Civil Service examination and scoring were based on a rubric assessing relevant skills, education and experience. Applicant scores ranged from three to 23, and a score of 15.3 was recommended as the passing score to establish the eligibility list, which would consist of 18 candidates. Commissioner Betz motioned approval, Commissioner Nally seconded. Motion approved.

B. Request to approve modified position description: Administrative Assistant II (Legal)

City staff presented the commissioners with proposed revisions to the Administrative Assistant II/Legal Generalist job description. Staff requested the following modifications: adding a working title (Legal Generalist); modify the minimum requirements; and add Public Notary responsibilities. Commissioner Betz motioned approval, Commissioner Nally seconded. Motion approved.

Informational and Discussion Items

C. Notice of Appointments

City staff noted the following: Patrick Bolger, Building Inspector, successfully completed probation on 11/16/16; Bryan Fink and Roger Smith would begin as Entry-Level Police Officers on 1/5/17; and Danis Pelmore would begin as a Housing Inspector 1/17/17.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Civil Service Commission Meeting Minutes

June 22, 2016

Elizabeth Borman, Recording Secretary