

MINUTES OF THE
January 12, 2012
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 January 12, 2012 in the Police Conference Room of Urbana City Hall.

Commission Members:

Present: Willard Broom, Marion Knight

Absent: none

Staff Present:

Present: Elizabeth Borman, Assistant Human Resources Manager and Rhonda Collins, Benefits Coordinator.

Absent: Vacellia Clark, Civil Service Commission Chief Examiner

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 December 1, 2011 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.

Old business

None

New business

1. Building Maintenance Worker passing score:

After evaluating all applications, both HR and Public Works staff recommend establishing a register based on applicants who achieved at least 48 points of the possible 100 points. Using these criteria, 39 applicants will be listed on the register without data supporting adverse or disparate impact. Of those candidates on the register, 35 are non-minority and four (4) are minority. Commissioner Broom moved and Commissioner Knight seconded approval of establishing a register based on this criteria.

2. Modify Civil Service Rule 11.7:

Staff requests Commission approve modifying the current Civil Service Rule 11.15 to reflect language in the collective bargaining agreement between the City and Illinois Association of Fire Fighters (IAFF).

Background

The current Civil Service Rule 11.15 reads (in part):

“Any employee suspended for more than five working days, or suspended within six months after a previous suspension, shall be entitled to a hearing, upon written request, before the Civil Service Commission concerning the propriety of such suspensions.”

However, Section 16.4 of the current IAFF contract reads:

“The parties agree that the Fire Chief and/or the City's Mayor (or their respective designees) shall have the right to discharge a non-probationary employee directly or suspend such an employee for up to 30 calendar days, without resort to the Urbana Civil Service Commission. Such authority shall supplant any authority that the Urbana Civil Service Commission might otherwise have had under Urbana Civil Service Commission rules and regulations and/or 65 ILCS 5/10-1-1, et seq...”

Commissioner Broom moved and Commissioner Knight seconded approval of modifying the language in the Civil Service Rules. They requested a copy of the modification at the next scheduled meeting.

3. Prevention & Education Officer job description revisions:

Staff requested Commission approval for changes to the existing Fire Prevention and Education Officer job description regarding Education, Drivers License, Certifications and Driving Record and also requested approval to post this position externally.

Commissioner Broom moved and Commissioner Knight approved the changes to the job description and posting.

4. Police Services Representative Register decertification and posting:

Staff requested Commission approval to de-certify the current Police Services Representative register that has been in place for two years. All of the candidates have been interviewed and considered for previous vacancies. Commissioner Broom moved and Commissioner Knight approved the de-certification of the current register.

Staff requested Commission approval to post the job internally. Commissioner Broom moved and Commissioner Knight approved the internal posting.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary