

DATE: Wednesday, February 24, 2021

TIME: 4:00 P.M.

PLACE: *Held virtually due to Governor's Stay at Home order

The Urbana Civil Service Commission met in regular session on February 24, 2021 via Zoom.

Commissioners physically present: None

Commissioners present virtually: Marion Knight, Thomas Betz, and Traci Nally.

Staff present virtually: Femi Fletcher, Human Resources Generalist; Liz Borman, Human Resources Manager; and Jason Liggett, UPTV Station Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:02 p.m. and Liz 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 January 27, 2021 meeting of the Commission for approval. Motion duly made by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: None

Public Participation

None

Action Items

A. Request to establish passing score for Firefighter-EMT I

Staff explained that the recruitment cycle for Firefighter had lasted from September to December 2020 and the subjective component of the process had been completed at the end of January. A passing score 52 was requested. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

B. Request to establish new classifications: Stormwater Engineering Technician I-IV

Staff explained that this classification is similar to existing Civil Engineering Technician, but more specialized. Motion made by Commissioner Betz and seconded by Commissioner Nally, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

C. Request to establish passing score for Civil Service positions

Staff explained that the City has typically requested passing scores to be established based on the minimum requirements of the classification, with the goal of having as large and diverse a candidate pool as possible. Going forward, staff requests the ability to continue to set the passing score based on the minimum qualifications. This would excludes applicants for police and firefighter classifications, and also as otherwise requested by staff. Commissioner Nally asked about past practice, and staff explained that numerical scores had been used at one time, but experience showed that a score based on the minimum qualifications generally yields a larger and more diverse candidate pool. Motion made by Commissioner Nally and seconded by Commissioner Betz, and carried by roll call vote as follows: Aye: Knight, Betz, Nally. Nay: none.

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Informational items

The information items (Report on applications for Circulation Clerk/Information Assistant position and Updated list of Civil Service employees) for the Urbana Free Library were accepted into the record.

Staff also reported recent personnel actions: Ashley Hatfield was hired as a Police Services Representative; Tanner Brown was promoted to Landscape Technician; Lily Wilcock was promoted to Planner II, and James Ross and promoted to Equipment Operator.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary