

DATE: Wednesday, March 30, 2022

TIME: 4:00 P.M.

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

The Urbana Civil Service Commission met in rescheduled regular session on March 30, 2022, via Zoom.

Commissioners physically present: None.

Commissioners present virtually: Thomas Betz and Traci Nally

Staff present virtually: Femi Fletcher, HR Generalist; Liz Borman, HR Manager; Bourema Ouedraogo, UPTV Production Coordinator.

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m. and Elizabeth Borman recorded the minutes. A quorum of commissioners was 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 March 2, 2022, meeting of the Commission for approval. There were no changes to the minutes. Motion to approve the minutes was made by Commissioner Betz and seconded by Commissioner Nally and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Public Participation

None.

Action Items

A. Request to add classification: Paralegal

Staff explained that this position was being created to support functions in the City's Legal Division on a full-time basis. Commissioner Nally moved adoption, Commissioner Betz seconded. Vote by roll call: aye: Betz, Nally. Nay: none. Motion approved

B. Request to revise classifications: Civil Engineering Technician I; Civil Engineering Technician II; Civil Engineering Technician III; and Civil Engineering Technician IV.

Staff requested to table this item for additional revisions. Commissioner Nally requested a non-redlined version of these classifications when staff presented them for approval at a future meeting.

C. Request to revise classifications: Digital Media & Graphics Technician IV (UFL).

Staff presented the revision to the essential duties and job title for this position at the Urbana Free Library; due to the increase in job responsibilities a request to change the pay grade was also presented. Commissioner Betz moved approval, seconded by Commissioner Nally. Vote by roll call: aye: Betz, Nally. Nay: none. Motion approved.

Informational Items

Staff announced the following informational items:

- New Hires: Hillary Ortiz, Office Specialist
- Separations: Shannon Beranek, Civil Engineer II

Commissioner Betz inquired to the next regular meeting date, which was confirmed to be last Wednesday of the month, April 27, 2022.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:06 p.m.

Respectfully submitted,
Femi Fletcher