

DATE: Wednesday, August 31, 2022

TIME: 4:00 P.M.

PLACE: Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in regular session on August 31, 2022.

Commissioners present: Thomas Betz, William Gray, and Traci Nally

Staff present: Femi Fletcher, Interim HR Manager; Tim Cowan, Public Works Director

Proceedings

Commissioner Nally called the meeting to order at 4:05 p.m. and Femi Fletcher 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 July 6, 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. Motion approved.

Public Participation

None.

Action Items

A. Request to modify classifications: Civil Engineering Technician I – IV

Staff explained that the proposed modifications reflected a change in minimum requirements intended to expand the applicant pool for these positions. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

B. Request to modify classifications: Civil Engineer I - III

Staff explained that the proposed modifications reflected a structure change in the Engineering Division in that there are no longer separate Transportation and Drainage sections. Staff also explained that the modifications included the removal of some required professional certifications that were more aptly considered preferences. Commissioner Betz moved adoption; Commissioner Nally seconded. Motion approved.

C. Request to modify classification: Operations Supervisor

Staff explained that the proposed modifications reflected routine updates to the position description in anticipation of filling a vacancy. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

D. Request to add classification: Digital Forensic Examiner

Staff explained that the proposed classification represented a decision to increase staff support to police investigations. Commissioner Betz clarified that the position is non-sworn. Commissioner

Gray moved adoption; Commissioner Betz seconded. Motion approved with one no vote from Commissioner Betz.

E. Request to add classification: Executive Coordinator

Staff explained that this proposed addition was included in updates to the City's classification plan. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

F. Request to approve Classification Plan

Staff explained that the proposed plan reflected changes to the City's compensation and classification systems. Commissioner Betz inquired whether the changes were funded; staff clarified that changes are included in the FY22-23 budget. Commissioner Gray inquired about changes to the compensation plan; staff explained that the City will implement a pay-for-performance compensation system to replace longevity pay for Non-Bargaining Unit employees. Commissioner Betz moved adoption; Commissioner Nally seconded. Motion approved.

G. Request extension per Rule 9.4 (Temporary Appointment)

Staff explained that the Commission had previously approved an extension for the Temporary Appointment in the Police Services Coordinator position and that this request would allow for continuity in staffing while several Police Service Representative positions are being filled. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

H. Request exception to Rule 10.1 (Promotions: Eligibility)

Staff explained that this request was intended to provide optimal promotional opportunities for employees in Public Works Operations Division, given that the recent addition of Crew Leader to that division's staffing structure occurred in close proximity to a vacancy in the Operations Supervisor position. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

I. Request to modify classification: Circulation Clerk/Information Assistant (UFL)

UFL staff explained that the modification reflected a change in minimum qualifications intended to expand the applicant pool for this position. Commissioner Betz moved approval; Commissioner Gray seconded. Motion passed.

Informational Items

UFL staff submitted an updated list of UFL Civil Service employees. City of Urbana staff provided the following updates in Civil Service positions:

- New Hires: Entry-level Police Officer; GIS Specialist
- Promotions: Community Development Coordinator
- Separations: Police Services Representative; Arts & Culture Coordinator; Operations Supervisor

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:26 p.m.

Respectfully submitted,
Femi Fletcher