

DATE: Wednesday, September 28, 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 September 28, 2022.

Commissioners present: William Gray, Traci Nally

Commissioners absent: Thomas Betz

Staff present: Femi Fletcher, Interim HR Manager

Proceedings

Commissioner Nally called the meeting to order at 4:04 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 August 31, 2022 meeting of the Commission for approval. Commissioner Nally moved to approve the minutes with one amendment to change the word “wither” to “whether.” Gray seconded, and the minutes were approved as amended.

Public Participation

None.

Action Items

A. Request to add classification: Administrative Technician

Staff explained that this request was based on a recommendation from the City’s recent classification study; that recommendation indicated the need for a separate classification in the Administrative Assistant series of job classes with specific distinctions from the others. Staff explained that the essential duties of the proposed classification included both administrative support responsibilities and coordination of technical processes or programs. Commissioner Gray moved adoption; Commissioner Nally seconded. Motion approved.

B. Request to add classification: Senior Management Analyst/Assistant to the City Administrator

Staff explained that the proposed classification reflected the creation of a Management Analyst series of classes, and that the new class would have a broader and more complex scope of responsibilities, including staff supervision. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

C. Request to establish passing score: Circulation Clerk/Information Assistant (UFL)

Staff explained that this request from the Urbana Free Library would establish a passing score of minimum qualifications for the Circulation Clerk/Information Assistant classification. Commissioner Gray inquired whether this was a common passing score; Commissioner Nally

responded that the Commission had approved many similar requests. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

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: Police Services Representative
- Promotions: Civil Engineering Technician II; Fire Engineer
- Transfers: Customer Service Account Clerk
- Separations: Community Engagement Coordinator; Customer Service Account Clerk; Fire Engineer

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:16 p.m.

Respectfully submitted,
Femi Fletcher