

**DATE:** Wednesday, October 26, 2022

**TIME:** 4:00 P.M.

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

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The Urbana Civil Service Commission met in regular session on October 26, 2022.

Commissioners present: William Gray, Traci Nally

Commissioners absent: Thomas Betz

Staff present: Michelle Brooks, Labor & Employee Relations Manager/Assistant City Attorney; Femi Fletcher, Interim HR Manager

### **Proceedings**

Commissioner Nally called the meeting to order at 4:00 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 September 28, 2022 meeting of the Commission for approval. Commissioner Gray moved to approve the minutes; Commissioner Nally seconded, and the minutes were approved as written.

### **Public Participation**

None.

### **Action Items**

#### **A. Request to modify Rule 6.1 – Minimum Qualifications**

Fletcher explained that this request would modify language in the rules to accurately convey the minimum qualification for citizenship in sworn positions in the Police Department. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

#### **B. Request to add classification: Building Official**

Fletcher explained that this position was originally added to the classification plan in 2020 but was not included in the City's recent classification analysis and therefore not included in the Classification Plan that the Commission recently approved. Staff clarified that the position had since been analyzed and recommended for an appropriate placement in the Classification Plan. Commissioner Gray moved adoption; Commissioner Nally seconded. Motion approved.

#### **C. Request to add classification: Program Specialist**

Fletcher explained that position was being presented as a restructure of staff support for the Urbana Public Arts and Culture program. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

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**D. Request to add classification: Criminal Intelligence Analyst**

Fletcher explained that this position was an addition to non-sworn staff support in the Police Department and would provide professional and technical assistance to the Criminal Investigations Division. Commissioner Gray moved adoption; Commissioner Nally seconded. Motion approved.

**E. Request to modify classification: Human Resources Assistant**

Fletcher explained that the modifications to this class represented a reallocation of general and benefits administrative duties in the Human Resources Division. Commissioner Gray inquired about the position that was previously responsible for benefits administration; staff responded that the division had undergone a restructure in 2020 and intended to increase staffing in order to accommodate demands brought on during and after the pandemic. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

**F. Request to modify classification: Human Resources Coordinator**

Fletcher explained that the modifications to this class further represented a reallocation and realignment of duties in the Human Resources staffing structure and would allow staff to address increased recruiting demands as well as provide professional-level administration of employee benefits. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

**G. Request to modify classification: Human Resources Manager**

Brooks explained that responsibilities of this class were requested as a result of a routine review in anticipation of filling the vacancy in the position. Commissioner Gray inquired about the supervisory experience requirement; Brooks responded that this represented a minimum qualification and candidates with varying levels of experience would be considered accordingly. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

**H. Request extension per Rule 9.4 – Temporary Appointments**

Brooks explained that temporary appointments in the Human Resources Coordinator and Human Resources Manager positions would soon expire and that the request would allow those appointments to be extended for an additional six months while the vacancies are posted. 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: Civil Engineering Technician III
- Promotions: Administrative Services Technician; Battalion Chief; Operations Crew Leader

Commissioner Gray inquired about the number of vacancies at the Urbana Free Library; Fletcher indicated that she would request an update from Library staff to provide at the next meeting.

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**Adjournment**

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

Respectfully submitted,  
Femi Fletcher