

DATE: Wednesday, December 7, 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 rescheduled regular session on December 7, 2022.

Commissioners present: Thomas Betz, Traci Nally

Commissioners absent: William Gray

Staff present: Femi Fletcher, Interim HR Manager

Proceedings

Commissioner Nally called the meeting to order at 4:01 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 October 26, 2022 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes; Commissioner Nally seconded, and the minutes were approved as written.

Public Participation

None.

Action Items

A. Request to modify classification: Administrative Programs Supervisor

Staff explained that modifications to this position description, previously titled Administrative Services Coordinator, reflected updates to essential job duties and minimum qualifications in anticipation of posting a vacancy. Commissioner Betz inquired about adopting a cyclical review of all job descriptions; staff explained that scheduling cyclical review of position descriptions was a final component in implementing recommendations from the City's compensation and classification study. Commissioner Betz moved adoption; Commissioner Nally seconded. Motion approved.

B. Request to modify classification: Administrative Assistant (Public Works)

Staff explained that these modifications also reflected updates to essential job duties, and that the review had been completed in anticipation of posting the position. Commissioner Betz moved adoption; Commissioner Nally seconded. Motion approved.

C. Request to extend probation as outlined in Rule 14.1

Staff explained that this request sought to provide a one-time extension to the probation period for one probationer who, due to a number of factors including temporary staff shortages, had not had an adequate opportunity to have their performance evaluated. Staff further explained that the

extension would double the initial probation period. Commissioner Nally moved adoption; Commissioner Betz seconded. Motion approved.

D. 2023 Schedule of Regular Meetings

Staff requested that the Commission approve the regular meeting schedule for calendar year 2023; the regular meeting schedule would require the Commission to continue meeting on the last Wednesday of every month. Commissioner Nally moved adoption; Commissioner Betz seconded. Motion approved.

Informational Items

Staff provided the following updates in Civil Service positions:

- New Hires: Electrical Supervisor; Police Officer; Police Services Representative
- Promotions: Battalion Chief; Fire Captain, Fire Lieutenant; Meter Maintenance Technician II; Senior Management Analyst/Assistant to the City Administrator
- Separations: Administrative Assistant; Battalion Chief
- Transfers: Building Official

In response to an inquiry at the previous meeting from Commissioner Gray about the number of vacancies at the Urbana Free Library; staff explained that the library had reported no current vacancies in any Civil Service positions.

Adjournment

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

Respectfully submitted,
Femi Fletcher