

**DATE:** Wednesday, January 25, 2023

**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 rescheduled regular session on January 25, 2023.

Commissioners present: Thomas Betz, William Gray, Traci Nally

Staff present: Femi Fletcher, Human Resources Manager

### **Proceedings**

Commissioner Nally called the meeting to order at 4:03 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 December 7, 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: Recycling Coordinator**

Staff explained that modifications to this position description represented updates identified after reviewing the description, in keeping with recommendations from the City's compensation and classification study. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

**B. Request to modify classification: Sustainability Officer**

Staff explained that modifications to this position description represented updates identified after reviewing the description, in keeping with recommendations from the City's compensation and classification study. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

### **Informational Items**

The Urbana Free Library included a report on Applications for Circulation Clerk/Information Assistant, as well as an updated list of UFL Civil Service employees.

City of Urbana staff provided the following updates in Civil Service positions:

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- New Hires: Certified Mechanic, Community Development Specialist; Police Officer; Operations Supervisor
  - Promotions: Equipment Operator, Fire Captain, Fire Lieutenant, Human Resources Manager
  - Separations: Administrative Services Coordinator, Equipment Operator, Fire Captain, Parking Enforcement Officer, Planner II, Police Officer

Commissioner Betz noted that the information was received and would be placed on file.

**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:09 p.m.

Respectfully submitted,  
Femi Fletcher