

DATE: Wednesday, March 29, 2023

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 March 29, 2023.

Commissioners present: Thomas Betz, William Gray, Traci Nally

Staff present: Femi Fletcher, Human Resources Manager
Tamra Lighty, Human Resources Coordinator

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 February 22, 2023 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes; Commissioner Gray seconded, and the minutes were approved as written.

Public Participation

None.

Action Items

A. Request to modify classification: Management Analyst

Staff explained that modifications to this position reflected updates to the essential functions and job requirements of the classification, and were being presented in anticipation of filling a vacancy. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

B. Request to add classification: Human Rights Specialist

Staff explained this classification represents a restructure of staffing in the City's Human Rights and Equity Office; the position would support community engagement activities but would primarily have responsibility for the technical administrative functions of the office. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

C. Request to decertify register: Firefighter-EMT 2021

Staff explained that the 2021 Firefighter-EMT register had been nearly exhausted and a new register had been prepared for upcoming vacancies in the position. Commissioner Betz inquired whether remaining applicants on the register would be notified of the register decertification; staff confirmed they would be. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

D. Request to establish register: Firefighter-EMT 2023

Staff requested that the 2023 Firefighter-EMT be certified. Discussion regarding final rank/score calculation and preference points ensued. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

Informational Items

The Urbana Free Library included an updated list of UFL Civil Service employees.

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

- New Hires: LRC Aide; Police Services Representative; Program Specialist (UAC)
- Promotions: Administrative Programs Supervisor; Human Resources Coordinator; Police Sergeant
- Separations: Parking Enforcement Officer; Police Officer; Police Sergeant

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:12 p.m.

Respectfully submitted,
Femi Fletcher