

**DATE:** Wednesday, April 26, 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 regular session on April 26, 2023.

Commissioners present: William Gray, Traci Nally

Commissioners absent: Thomas Betz

Staff present: Femi Fletcher, Human Resources Manager; Celeste Choate, Executive Director, Urbana Free Library

### **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 March 29, 2023 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 classification: Executive Coordinator

Staff explained that modifications to this position reflected updates to the essential functions and job requirements of this single-position classification, including the addition of supervisory responsibilities, and that that these modifications were the result of changes in the Executive Department staffing structure. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

**B.** Request to add classifications (UFL):

1. Programming Specialist

UFL staff explained that the request to add the Programming Specialist position was the result of having ARPA funds designated for the creation of the positions, and that the position would focus on youth outreach and community programming. Commissioner Gray moved adoption; Commissioner Nally seconded. Motion approved.

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## 2. Patron Services Specialist

UFL staff explained that the Patron Services Specialist position was intended to offer opportunities for internal promotion, and that it would contain all the responsibilities of the Information Assistant/Library Assistant II position in Patron Services, but would add responsibilities in the areas of volunteer program coordination and record-keeping. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

### C. Request to modify classifications (UFL):

#### 1. Librarian

UFL staff explained that changes to this description included a title change and were intended to align language and duties across job descriptions in the same pay grade. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

#### 2. Archives Librarian

UFL staff explained that changes to this description included a title change and were intended to align language and duties across job descriptions in the same pay grade. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

#### 3. IT Specialist

UFL staff explained that modifications to this position were updated to include more complexity of responsibility and that the proposed changes would result in reclassification to a higher pay grade. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

#### 4. Digital Media & Graphics Coordinator

UFL staff explained that modifications to this position were updated to include more complexity of responsibility and that the proposed changes would result in reclassification to a higher pay grade. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

#### 5. Library Assistant 2 – Patron Services

UFL staff explained that modifications to this position included a title change and updates to the essential responsibilities, including realignment of language and duties with other positions in the same pay grade. Commissioner Nally moved adoption, Commissioner Gray seconded. Motion approved.

#### 6. Library Assistant 2 – Safety

UFL staff explained that modifications to this position included a title change and updates to the essential responsibilities, including realignment of language and duties with other positions in the same pay grade. Discussion ensued regarding the safety functions of this position, and the scope of those responsibilities. Commissioner Nally moved adoption; Commissioner Gray seconded. Motion approved.

#### 7. Library Assistant 1 – Cataloging

UFL staff explained that modifications to this position included a title change and updates to the essential responsibilities. Commissioner Nally moved adoption, Commissioner Gray seconded. Motion approved.

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### **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: Administrative Assistant (PW); Police Officer
- Promotions: Fire Engineer
- Separations: Equipment Operator

### **Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:14 p.m.

Respectfully submitted,  
Femi Fletcher