
DATE: Wednesday, August 30, 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 August 30, 2023.

Commissioners present: Thomas Betz, William Gray, Traci Nally

Staff present: Femi Fletcher, Human Resources Manager; Ranija Turner, Human Resources Coordinator

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 June 28, 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 classifications:

1. Landscape/Arbor Maintenance Worker
2. Landscape Technician
3. Arbor Technician

Staff explained that modifications to these classifications represented changes consistent with the creation of a career ladder in the Landscape and Arbor Sections of the Public Works Operations Division, with Landscape/Arbor Maintenance Worker representing the entry-level position and the series then dividing into an Arbor track and a Landscape track with the presented position modifications. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

B. Request to add classifications:

1. Landscape Technician II
2. Arbor Technician II
3. Landscape/Arbor Crew Leader

Staff explained that the addition of these classifications represented the remainder of the Arbor/Landscape career ladder, with Landscape Technician II and Arbor Technician II representing

the advanced-journey levels in the series, and with the series culminating at a crew leader position. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

C. Request to modify classifications:

1. Financial Services Specialist
2. Financial Services Coordinator

Staff explained that these modifications represented updates being made in anticipation of filling vacancies in each of the positions. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

D. Request to modify classification: Executive Assistant

Staff explained that these modifications generalized the essential duties of the Executive Assistant classification across departments, however these modifications would not affect the department-specific tasks performed by each affected department's Executive Assistant position. Staff further explained that the modifications also represented an attempt to achieve consistency in the minimum qualifications for the position in each department. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

E. Request to modify classification: Network Administrator

Staff explained that these modifications represented updates to the essential functions and minimum qualifications for the position. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

F. Request to supplement lists of candidates:

1. Financial Services Coordinator
2. Police Services Representative

Staff explained that recruitments had recently closed for each of the positions, and there was a need to supplement each established register due to new vacancies. Discussion ensued regarding the size of the candidate pools and the reasons for the vacancies. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion approved.

G. Request to modify Civil Service Rule 6.1 – Minimum Qualifications

Staff explained that this modification would allow applicants for Firefighter/EMT to test for the position at age 20, but that per state law, no candidate would be hired before they reached the minimum required age of 21. Staff further explained that the intent of the request was to increase the size of the applicant pool for this position. Discussion ensued regarding testing and hiring age for other public safety positions and the difficulty in recruiting for these positions. Commissioner Betz moved adoption; Commissioner Gray seconded. Motion passed.

Informational Items

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

- New Hires: Administrative Assistant, Human Resources Coordinator, Human Rights Specialist, Maintenance Worker, Police Officer, Special Projects Manager
- Promotions: Executive Assistant
- Separations: Administrative Assistant, Arbor Technician, Firefighter, Grants Manager

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:22 p.m.

Respectfully submitted,
Femi Fletcher