
DATE: Wednesday, November 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 November 29, 2023.

Commissioners present: Thomas Betz, Willian Gray, Traci Nally

Commissioners absent: none

Staff present: Michelle Brooks, Labor and Employee Relations Manager; John Zeman, City Engineer

Proceedings

Commissioner Nally called the meeting to order at 4:02 p.m., and Michelle Brooks recorded the minutes. All commissioners were 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 September 27, 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: Electrician I
- B. Request to modify classification: Traffic Signal Technician I
- C. Request to add classification: Electrician II
- D. Request to add classification: Traffic Signal Technician II

Staff presented the items and explained that these requests came as a result of an agreement entered into between the AFSCME union and the City. The intent of the agreement was to develop career ladders within the Public Works Department's Electrician series, and that these modifications and new classifications were the result of a collaboration between AFSCME and the City. After discussion, the items A through D were moved forward in an omnibus fashion. Commissioner Betz moved to approve requests A through D, and Commissioner Gray seconded the motion. Items A through D were approved.

- E. Request to modify classification for the Fire Prevention and Education Officer.

Staff explained that there is a current vacancy in this position, and that the changes represent modifications in the current job description in anticipation of filling that vacancy. Commissioner Betz moved for approval of the request, Commissioner Gray seconded that request, and request was approved.

- F. Request to modify classification: Assistant City Engineer.

City Engineer John Zeman appeared on behalf of Public Works and responded to Commissioner Gray's inquiries about the reasons for the requested modifications. Discussion ensued. Commissioner Gray moved to approve the request, Commissioner Betz seconded, and the request was approved.

G. Request to supplement lists of candidates: Executive Assistant.

Staff explained that the City had recently posted this position to fill a vacancy, and during that selection process, an additional vacancy occurred. would like to keep the posting open and expand the register to fill the new vacancies. Commissioner Betz moved for approval; Commissioner Gray seconded. The motion was approved.

Informational Items

The Urbana Free Library (UFL) provided an updated list of UFL Civil Service employees. The Commission also confirmed that the next meeting of the Civil Service Commission was December 27, 2023.

Adjournment

There being no further business to come before the Commission, the meeting adjourned at approximately 4:25 p.m.

Respectfully submitted,
Michelle Brooks