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**DATE:** Wednesday, February 28, 2024

**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 February 28, 2024.

Commissioners present: Thomas Betz, Traci Nally

Commissioners absent: William Gray

Staff present: Femi Fletcher, Human Resources Manager; Rachel Fuller, The Urbana Free Library

### **Proceedings**

Commissioner Nally called the meeting to order at 4:04 p.m., and Femi Fletcher recorded the minutes. A quorum 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 27, 2023 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: Administrative Assistant (Executive)

Human Resources staff presented this item and explained that all modifications reflected updates made in anticipation of filling a current vacancy. Betz moved approval; Nally seconded. Motion approved.

B. Request to modify classifications:

1. Crime Analyst I
2. Crime Analyst II

Human Resources staff explained that these modifications reflected updates to the Crime Analyst series, and that they clarified the distinguishing characteristics of the two positions. All items were moved forward in omnibus fashion. Betz moved approval; Nally seconded. Motion approved.

C. Request to add classification: Crime Analyst III

Human Resources staff explained that this classification represented an expansion of the Crime Analyst series and added a full-professional level to the group of classifications. Betz moved approval; Nally seconded. Motion approved.

D. Request to supplement list of candidates: Community Development Specialist

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Human Resources staff explained that this was a request to expand a previously established register of eligibles with additional external candidates. Betz moved adoption; Nally seconded. Motion approved.

E. Request to modify classification: Patron Services Specialist (TUFL)

TUFL staff explained that the modifications to this classification were intended to broaden the job description in order to fill a vacancy that would add an additional staff member. Betz moved adoption; Nally seconded. Motion approved.

**Informational Items**

The Urbana Free Library provided an updated list of Civil Service positions.

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

- New Hires: Criminal Intelligence Analyst, Digital Forensics Examiner, Electrician I, Executive Assistant, Financial Services Coordinator, Network Systems Technician, Police Officer
- Promotions: Executive Assistant, Community Development Coordinator, Fire Lieutenant
- Separations: Arbor Technician I, Economic Development Supervisor, Executive Assistant, Fire Lieutenant, Maintenance Worker, Network Administrator

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at approximately 4:11 p.m.

Respectfully submitted,  
Femi Fletcher