

**MINUTES OF THE
February 27, 2013
URBANA CIVIL SERVICE COMMISSION MEETING
Called by the Commission**

A meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on February 27, 2013 in the 2nd floor Executive Conference Room of Urbana City Hall.

Commission Members

Present: Willard Broom, Marion Knight

Absent: none

Staff Present

Present: Elizabeth Borman, Assistant Human Resources Manager, Vacellia Clark, Civil Service Commission Chief Examiner and Rhonda Collins, Benefits Coordinator.

Proceedings

Commissioner Broom called the meeting to order at 10:05 a.m. and Ms. Collins recorded the minutes. A quorum of 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 January 30, 2013 meeting of the Commission for approval, whereupon motion duly made by Commissioner Broom, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Public Participation

There was no public participation.

Action Items

A. Revision to Arbor Supervisor Job Description

Staff provided Commission with a history of the re-organization of the Arbor Division and a proposed job description for the position of Arbor Supervisor. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

B. Decertify Police Services Representative Register

Staff requests decertification of Police Services Representative Register. The candidates have been reviewed and considered and with a future vacancy, Urbana Police Department has requested the current register be decertified. After a discussion, Commissioner Broom moved and Commissioner Knight seconded approval.

Informational Items

A. Discuss changes to Fire Fighter Background Standards

Staff presented Commission with a draft of Background Standards for positions in Urbana Fire Rescue. This would be an additional tool to use during the recruitment and background process. It would be presented to candidates during the application process.

B. Staff Report

Civil Service Examiner Vacellia Clark informed Commission of an upcoming Supervisor training that will be held on March 7, 2013 for all City supervisors.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Rhonda Collins, Recording Secretary