

**MINUTES OF THE
June 22, 2016
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 June 22, 2016 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Tracy Nally and Marion Knight.

Staff Present: Elizabeth Borman, Assistant Human Resources Manager, Rhonda Collins, Benefits Coordinator II and Brian Nightlinger, Fire Chief.

Proceedings

Commissioner Knight called the meeting to order at 4:02 p.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 May 25, 2016 meeting of the Commission for approval, whereupon motion duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to reclassify job description for Administrative Assistant I (CD/Economic Development).

The Community Development Services Department is requesting a reclassification of the current Administrative Assistant I to an Administrative Assistant II position within the Administrative Division of the Department due to the continued expansion of duties and responsibilities for this position. Commissioner Nally moved approval and Commissioner Knight seconded. Motion approved.

B. Request to reclassify job description for Administrative Assistant II (Fire Department).

The Fire Department Management Staff requests the Commission approve the reclassification of the current Administrative Assistant II in the Fire Department to an Administrative Assistant III due to the high level of complexity, responsibilities, tasks and knowledge. Specifically, the position will be responsible for the coordination of one or more programmatic specialty areas in support of a Department Head. Commissioner Nally moved approval and Commissioner Knight seconded. Motion approved.

C. Request to add classification of PSR Coordinator.

Staff requested the Commission approve a new classification for a full time PSR Coordinator. The PSR Coordinator would serve as the team leader for Police Services Representatives, coordinating the daily activities of the Records and Information Section of the Services Division and provide functional supervision. Commissioner Nally moved approval and Commissioner Knight seconded. Motion approved.

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D. Request to add classification of LRC Specialist.

Staff requested the Commission approve a new classification for a full time LRC Specialist. The LRC Specialist assists Arbor Management Staff in motivating and training the LRC customer service team to achieve Division goals as well as maintaining day to day operations and sales for the Landscape Recycling Center. Commissioner Nally moved approval and Commissioner Knight seconded. Motion approved.

Informational and Discussion Items

E. Notice of Appointments

Elizabeth Borman announcement new appointments: Nick Hanson, Housing Inspector and Adam Marcotte, Police Officer.

Adjournment

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

Respectfully submitted,
Rhonda Collins, Recording Secretary