

**MINUTES OF THE
May 24, 2017
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

A special meeting of the Civil Service Commission (the “*Commission*”) of the City of Urbana, an Illinois municipality (the “*City*”), was held on May 24, 2017 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Thomas Betz, Tracy Nally and Marion Knight

Staff Present: Elizabeth Borman, Assistant Human Resources Manager; Sylvia Morgan, Deputy Police Chief; Rich Surlles, Investigations Lieutenant

Proceedings

Commissioner Knight called the meeting to order at 4:00 p.m. and Ms. Borman 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 March 29, 2017 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to modify job description: Circulation Clerk—Full time/Part time (Urbana Free Library)

Commissioner Betz moved approval, Commissioner Nally seconded. Motion approved.

B. Request to modify job descriptions: Meter Maintenance Technician I and II

Staff recommended modifying job descriptions for both the Meter Maintenance I and II positions. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

C. Request to add job classification: Assistant to the Investigations Lieutenant

Staff recommended adding the classification of Assistant to the Investigations Lieutenant. The position is currently staffed by a Police Services Representative (PSR). However, the duties and responsibilities have changed substantially so that the PSR job description is no longer relevant. The new position would no longer be within the AFSCME bargaining unit due to the nature of the position. Commissioner Nally moved approval, Commissioner Betz seconded. Motion approved.

Informational and Discussion Items

Staff noted that Todd Rent would be returning to the Human Resources Director position in early June.

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary