

**MINUTES OF THE  
March 14, 2018  
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING  
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on March 14, 2018 in the Executive Conference Room of the Urbana City Building.

**Commission Members:** Present: Marion Knight and Tracy Nally

**Staff Present:** Elizabeth Borman, Assistant Human Resources Manager; Barb Stiehl, Assistant to the Public Works Director.

**Proceedings**

Commissioner Knight called the meeting to order at 4:01 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 January 31, 2018 meetings of the Commission for approval. 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 approve passing score for Administrative Assistant II (Public Works)*  
Staff presented on the recruitment process for Administrative Assistant II in the Public Works Department. The City received 164 applications for the position. Staff requested to set the passing score to establish the register at 42 points and above, which would result in 37 individuals qualifying for the register. Motion to approve duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted.
- B. *Request to modify job description for Police Services Representative*  
This agenda item was tabled at the request of staff.

**Informational and Discussion Items**

- C. Staff provided updates on recent updates regarding employment actions.

**Adjournment**

There being no further business to come before the meeting, the meeting adjourned at 4:10 p.m.

Respectfully submitted,  
Elizabeth Borman, Recording Secretary