

**MINUTES OF THE  
April 18, 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 April 18, 2018 in the Executive Conference Room of the Urbana City Building.

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

**Staff Present:** Elizabeth Borman, Assistant Human Resources Manager.

**Proceedings**

Commissioner Knight called the meeting to order at 4:05 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 14, 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 modify job description for Electrical Inspector*  
Motion to approve duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted.
- B. *Request to modify job description for Administrative Assistant II (City Clerk's Office)*  
Commissioner Betz recommended modifying the responsibilities section to those duties authorized by Illinois law, and that such filings and recordings should be noted by a signature stamp for accountability. Motion to approve duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted.
- C. *Request to modify job description for Administrative Assistant III (City Clerk's Office)*  
Motion to approve duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted.

**Informational and Discussion Items**

- D. 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