

**MINUTES OF THE
May 30, 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 May 30, 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 April 18, 2018 meetings of the Commission for approval. Commissioner Nally noted minutes as presented reflected two incorrect dates and omitted Commissioner Betz's attendance. Motion duly made by Commissioner Nally, seconded by Commissioner Knight and unanimously adopted, the minutes were approved with modifications.

Additions to the Agenda

None

Public Participation

None

Action Items

- A. *Request to approve job description and classification for Financial Analyst*
Staff presented the proposed job description and classification for Financial Analyst, noting that the position would be initially posted internally. Commissioner Knight inquired as to whether there was a qualified applicant base; Ms. Borman responded that the position's hiring manager believed there to be. Motion to approve duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted.
- B. *Request to approve job description and classification for Staff Accountant*
Staff presented the proposed job description and classification for Staff Accountant, noting that this position would be posted to both internal and external applicants. This position reflects a modification of duties currently performed by the City Accountant, as well as the addition of a number of duties assigned to the Grants Compliance Specialist position. Motion to approve duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted.
- C. *Request to approve passing score for Electrical Inspector*
Staff requested the Commission approve a passing score for Electrical Inspector based on the minimum qualifications of the position. Motion to approve duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted. This proposed passing point, based on the applications received to date, does not result in observed disparate impact.

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 4:15 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary