

DATE: Wednesday, May 27, 2020

TIME: 4:00 P.M.

PLACE: *Held virtually due to Governor's Stay at Home order

The Urbana Civil Service Commission met in regular session on May 27, 2020, at 4:00 p.m. via Zoom.

Commissioners physically present: None

Commissioners present virtually: Marion Knight, Thomas Betz, and Traci Nally.

Staff present virtually: Femi Fletcher, Human Resources Generalist and Liz Borman, Human Resources Manager.

Others present remotely: None

Proceedings

Commissioner Knight called the meeting to order at 4:04 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 18, 2020 meeting of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Nally, and unanimously adopted, the minutes were approved.

Public Participation

None

Action Items

A. Request to add classification: Principal Planner

Liz Borman presented the request to add the classification of Principal Planner. She explained that this position was intended to replace the appointed Planning Manager position in the Planning section of the Community Development Services Department. Commissioner Nally moved approval; Commissioner Betz seconded. Motion approved.

B. Request to add classification: Building Official

Similar to the Principal Planner position, Liz Borman presented the request to add the classification Building Official, which was intended to replace the appointed Building Safety Division Manager position. Commissioner Betz moved approval; Commissioner Nally seconded. Motion approved.

C. Request to modify classification: Office Specialist

Liz Borman explained that the Office Specialist is an existing classification, but the proposed changes would modify the position description specifically to the Community Development Department, due to the department's particular needs. Commissioner Nally moved approval; Commissioner Betz seconded. Motion approved.

D. Request to modify classification: Community Outreach Coordinator

Femi Fletcher requested modifications to the Community Outreach Coordinator position. She explained that the position had evolved significantly since its inception. Because the position is currently vacant and

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recruitment to fill the position was anticipated, the requested modifications would better describe the duties and qualifications needed to successfully perform the job. Commissioner Nally moved approval; Commissioner Betz seconded. Motion approved.

E. Request to approve passing score for Prevention & Education Officer

Femi Fletcher requested the Commission establish a passing score for Fire Prevention and Education Officer based on the minimum qualifications of experience and certification requirements of the position. Applications will be scored based on these factors, as well as preferred attributes such as education, advanced training, and years of experience. Commissioner Nally moved approval; Commissioner Betz seconded. Motion approved.

Informational and Discussion Items

Liz Borman presented updates:

Hires: Xavier Brito, Police Officer

Separations: Preston James, Community Outreach Coordinator

Transfer: Denny Shadix, LRC Aide

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:24 p.m.

Respectfully submitted,

Elizabeth Borman, Recording Secretary