
DATE: Wednesday, May 28, 2024

TIME: 4:00 P.M.

PLACE: Urbana City Council Chambers, 400 S. Vine St., Urbana, IL 61801

The Urbana Civil Service Commission met in regular session on May 28, 2024.

Commissioners present: William Gray, Traci Nally

Commissioners absent: Thomas Betz

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Proceedings

Commissioner Nally called the meeting to order at 4:00 p.m., and Molly Lynch recorded the minutes. A quorum was 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 24, 2024 meeting of the Commission for approval. Commissioner Gray moved to approve the minutes; Commissioner Nally seconded, and the minutes were approved as written.

Public Participation

None.

Action Items

A. Request to add classifications:

- i. Building Safety Division Manager

After discussing some questions brought forth regarding the classification description, this item was skipped for further discussion and action at a future meeting.

- ii. Economic Development/Planning Manager

This item was skipped for further discussion and action at a future meeting.

B. Request to modify classifications:

- i. GIS Specialist

Human Resources staff presented this item and explained that all modifications reflected updates made in anticipation of filling a current vacancy. Gray moved approval; Nally seconded. Motion approved.

ii. GIS Coordinator

Human Resources staff presented this item and explained that all modifications reflected updates made in anticipation of filling a current vacancy. Gray moved approval; Nally seconded. Motion approved.

C. Request to certify promotional registers:

i. Fire Engineer

Human Resources staff presented this item and explained that the presented list represented all employees, with final adjusted scores, who tested for promotion to this rank. Nally moved approval; Gray seconded. Motion approved.

ii. Fire Lieutenant

Human Resources staff presented this item and explained that the presented list represented all employees, with final adjusted scores, who tested for promotion to this rank. Gray moved approval; Nally seconded. Motion approved.

D. Request to expand register of eligible:

i. Civil Engineering Technician I-II

Human Resources staff presented this item and explained that the request to expand this register was intended to broaden the pool in order to fill a current vacancy. Gray moved adoption; Nally seconded. Motion approved.

Informational Items

City of Urbana staff provided the following updates in Civil Service positions:

- New Hires: Police officer, Assistant City Engineer, Police Services Representative, Maintenance Worker, Arbor Technician I, Fire Prevention & Education Officer
- Promotions: Fire Lieutenant
- Transfers: None
- Separations: Police Services Representative

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:16 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant