

**NOTICE OF THE REGULAR MEETING  
OF THE CIVIL SERVICE COMMISSION**

PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given that the Civil Service Commission of the City of Urbana will hold a regular meeting at 4:00 p.m. on Wednesday, May 27, 2020.

PLACE: Commission members, City staff, and members of the public may all connect virtually to the Zoom meeting of the Commission using the following methods:

Smartphones and Mobile Devices: Participants can also join through the Zoom app on their smartphones and mobile devices. Once participants launch the app they can click on "Join A Meeting" and then enter the Meeting ID: 869 0018 0062

Laptop/Computers with Enabled Microphone and/or Webcam: <https://us02web.zoom.us/j/86900180062>. A tutorial on how to join a Zoom meeting using a computer is available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Telephone: Participants can also join via phone by calling (312) 626-6799. They will then be prompted to enter the Meeting ID – 869 0018 0062 followed by the # key.

**AGENDA**

1. Call to order and roll call.
2. Approval of minutes: March 18, 2020
3. Public comment
4. Action Items
  - A. Request to add classification: Principal Planner
  - B. Request to add classification: Building Official
  - C. Request to modify classification: Office Specialist
  - D. Request to modify classification: Community Outreach Coordinator
  - E. Request to approve passing score for Prevention & Education Officer
5. Informational and Discussion Items
6. Adjournment

Elizabeth Borman  
Human Resources Manager/Civil Service Chief Examiner



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In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or by email at [hro@urbanaininois.us](mailto:hro@urbanaininois.us). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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I hereby certify that the agenda for the above stated meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Friday, May 22, 2020.

## *Elizabeth Borman*

Attest: Elizabeth Borman, Human Resources Mgr.

\*Due to the Governor's shelter in place order, the Urbana City Building will be not be open to the public during this meeting. For those wishing to provide public input, please email your statement to Elizabeth Borman at: [eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us) by the start time on the date of the meeting. Your statement will be read into the record per public input rules. Public input also may be provided via Zoom.

### **Public Input and Viewing for Urbana City Council, Committee of the Whole, and some Boards and Commissions**

Anyone can attend virtually via Zoom. We will not be monitoring or using the Chat window for meetings. The Zoom meeting information is listed on the agenda. Additional Instructions may be provided by the Chair or City staff.

#### **Providing Public Input**

##### *Providing Public Input by e-mail:*

We ask that if you possibly can, submit your public comments by email by the start of the meeting to the email address listed on the agenda. These will be read per city council rules and [time limits](#)\*. Email must be received by the start of public input at the meeting and will only be taken during the public input portion of the agenda.

##### *Providing Public Input from a computer browser or the Zoom app on a mobile device:*

- The link to join by computer is listed on the agenda.
- You do not need to install software on a computer to use Zoom. You can click "Join from your browser." It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There is a Zoom app for smartphones.
- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself with first and last name in Zoom for the record if you wish to speak\*. FCC Guidelines will be followed.
- Please turn-off any sound from other sources such as UPTV or cable, as there will be a lag in the audio if you are also watching the meeting. You should see the meeting video stream through Zoom, see the staff presentation slides, and hear people talking.
- We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). **Video will remain off for all** members of the public, even while they are speaking.
- Per council rules you must identify yourself to provide public input with your first and last name\*. During Public Input, if you wish to speak, please "Raise your hand" using the option as shown in the Participant window (if using the Phone App, this option is shown by touching your name). When called on by the chair or host, you will be un-muted and you should state your name for the record per city code\*.

You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

##### *Providing Public Input by phone:*

- Join by calling the phone number shown in the agenda. · Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is listed on the agenda.
- All callers are muted by default.
- If you wish to speak, please "Raise your hand" by pressing \*9 once - this toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted and you

should state your name for the record per city code\*. When you are done, the host will “lower your hand” and mute you - there is no need to press any more buttons.

As a reminder, public input can be received and is encouraged before the meeting via email as listed above. This is a work in progress, a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

<https://www.groovehq.com/blog/zoom-tips-and-tricks>

<https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks>