

**DATE:** Wednesday, December 18, 2024

**TIME:** 4:00 P.M.

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

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The Urbana Civil Service Commission met in regular session on December 18, 2024.

Commissioners present: William Gray, Thomas Betz, Traci Nally

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

### **Proceedings**

Commissioner Nally called the meeting to order at 4:02 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 September 25, 2024 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes with the correction of one spelling error; Commissioner Gray seconded, and the minutes were approved as corrected.

### **Public Participation**

None.

### **Action Items**

A. Request to add classifications:

i. Crew Leader (Landscape Recycling Center)

Staff explained that this new classification represented a change in the Recycling Center staffing structure, and that this position would report to the Arbor Supervisor. This position performs operational responsibilities and provides oversight of LRC staff, addressing and guiding staff through tasks and situations in the absence of a supervisor. Staff explained that the position is part of the AFSCME career ladder for LRC, as negotiated in the collective bargaining agreement. Commissioner Gray moved for approval. Commissioner Betz seconded, and the motion was approved.

B. Request to modify classification:

i. Computer/Systems Technician

Human Resources staff presented this item and explained that the modifications reflected updates made in anticipation of filling a current vacancy which was created with the addition of one FTE in the FY26 budget. Commissioner Betz moved approval; Commissioner Gray seconded. Motion approved.

ii. Network Administrator

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Human Resources staff presented this item and explained that the modifications reflected changes in the supervisory and technical work capacities of the position. Commissioner Betz moved approval; Commissioner Gray seconded. Motion approved.

C. Request to modify classification:

i. Financial Crimes and Crimes Scene Investigator

Human Resources staff presented this item and explained that the modifications reflected this position being open to civilians and would encompass investigating crimes and online criminal activities. Commissioner Gray moved adoption; Betz seconded. Motion approved.

D. Request to certify list of eligibles:

i. Battalion Chief Promotional List

Human Resources staff present this item and explained State law and collective bargaining agreement regulations for fire service promotions. Commissioner Betz moved for approval; Commissioner Gray seconded. Motion approved.

E. Request to expand register of eligibles:

i. Civil Engineer I-III

Human resources staff presented this item and explained the request is intended to broaden the pool in order to fill a current vacancy. Commissioner Betz moved for approval; Commissioner Gray seconded. Motion approved.

F. Request to establish meeting dates for 2025

Human Resources staff explained that in 2024 (and previous years) Commission meetings were scheduled for the last Wednesday of each month that is a business day and suggested keeping with the same schedule in 2025. Commissioner Nally moved for adoption; Commissioner Betz seconded. Motion approved.

### **Informational Items**

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

- New Hires: GIS Coordinator, Code Compliance Inspector II, Civil Engineering Technician I, Senior Financial Analyst/Budget Coordinator, Police Officer
- Promotions: Fire Lieutenant (3), Fire Battalion Chief (2), Equipment Operator, Fire Captain, Fire Engineer, Finance Manager, Police Lieutenant
- Separations: Assistant to Investigation Lieutenant, Police Services Representative, Maintenance Worker, Police Officer, Fire Battalion Chief, Civil Engineer I, Firefighter, Code Compliance Inspector II

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**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 4:22 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant