
DATE: Wednesday, September 25, 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 September 25 2024.

Commissioners present: William Gray, Thomas Betz

Commissioners absent: Traci Nally

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Proceedings

Commissioner Gray called the meeting to order at 4:07 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 July 31, 2024 meeting of the Commission for approval. Commissioner Betz moved to approve the minutes; Commissioner Gray seconded, and the minutes were approved as written.

Public Participation

None.

Action Items

A. Request to add classifications:

i. Finance Manager

Staff explained that this new classification represented a change in the Finance Division staffing structure, and that this position would replace the (appointed) Deputy Finance Director position and oversee the Finance Division function under the direction of the HR & Finance Director.

Commissioner Betz moved for approval. Commissioner Gray seconded, and the motion was approved.

ii. Financial Services Supervisor

Staff explained that this position was part of a restructure in the Finance Division and would supervise the Financial Services Section staff. Commissioner Betz moved for approval. Commissioner Gray seconded, and the motion was approved.

iii. Customer Service & Parking Enforcement Supervisor

Staff explained that this position was part of a staff restructure in the Finance division and would supervise the Customer Service and Parking Enforcement Section function, which was previously supervised by the Deputy finance Director position. Commissioner Betz moved for approval. Commissioner Gray seconded, and the motion was approved.

B. Request to modify classification:

i. Assistant to the Investigations Lieutenant

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

C. Request to expand register of eligibles:

i. Criminal Intelligence Analyst

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. Commissioner Betz moved adoption; Gray seconded. Motion approved.

ii. Police Services Representative

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. Betz moved adoption; Gray seconded. Motion approved.

Informational Items

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

- New Hires: Firefighter (7)
- Separations: Police Services Representative, Police Officer

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:19 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant