

DATE: Wednesday, January 28, 2026

TIME: 4:00 P.M.

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

The Urbana Civil Service Commission met in a regular session on January 28, 2026.

Commissioners present: Traci Nally, William Gray, Thomas Betz

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Tamra Lighty, Human Resources Coordinator

Proceedings

Commissioner Nally called the meeting to order at 4:02 p.m., and Femi Fletcher 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 December 3, 2025, meeting of the Commission for approval. Commissioner Betz moved to approve the minutes. Commissioner Gray seconded, and the minutes were approved.

Public Participation

None.

Action Items

- A. Request to establish passing score: Firefighter/EMT

Staff presented this item and explained that the request was part of the most recent Firefighter/EMT recruitment process, which had begun in the fall of 2025. Staff explained that, at the recommended passing scores, the initial eligibility list would include all candidates presented. Discussion ensued regarding the components of the recruitment process and the methodology used by staff in recommending passing scores; staff explained that the recruiting components are defined by state law and that the recommended scores represent an effort by staff to be as inclusive as possible when creating the Firefighter/EMT register of eligibles for each recruiting cycle. Betz moved adoption of the recommended passing scores; Gray seconded, and the motion carried.

B. Request to modify classification: Administrative Assistant II (Legal)

Staff presented this item and explained that the proposed modifications were being requested both as a necessary update to formalize changes to the position as a result of the City's compensation and classification study and in anticipation of filling a part-time vacancy. Staff explained that, though part-time positions are not included in the classified service, staff have been working to use position descriptions for full-time classifications to fill budgeted part-time positions that have the same job duties and qualifications. Betz moved adoption; Gray seconded, and the motion carried.

C. Request extension per Rule 9.4 – Temporary Appointments

Staff presented this item and explained that the nature of the request was a 180-day extension to the temporary appointment of a current civil servant in the position of Interim Grants Manager while a competitive recruitment to fill the position is underway. Discussion ensued regarding the current vacancy and anticipated length of the process; staff explained that the recruitment timeline anticipated filling the position before the expiration of another 180 days. Nally moved adoption, Betz seconded, and the motion carried.

Informational Items

TUFL provided an informational memo in the meeting packet.

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

- New Hires: Police Officer (2), Maintenance Worker (2), Planner I, Grants Specialist
- Promotions: Fire Engineer, Evidence Technician
- Separations:

Adjournment

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

Respectfully submitted,

Femi Fletcher, Human Resources Manager