

DATE: Wednesday, February 26, 2025

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 February 26, 2025.

Commissioners present: Thomas Betz, Traci Nally, William Gray

Commissioners absent:

Staff present: Femi Fletcher, Human Resources Manager

Molly Lynch, Executive Assistant

Proceedings

Commissioner Nally called the meeting to order at 4:01 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 February 5, 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 modify classification:
- i. Special Projects Manager

Staff presented this item and explained that the proposed modifications were made to change the reporting structure and clarify some essential functions of the position in anticipation of filling a current vacancy. Commissioner Gray inquired as to the broad scope of capital project duties that the incumbent would be responsible for; staff explained that the scope was broad but had been addressed by managing the number of projects assigned to the incumbent. Commissioner Gray also inquired as to the minimum qualifications for the position; staff explained that the qualifications were written to attract a wide and diverse applicant pool. Commissioner Betz moved approval; Commissioner Gray seconded, and the motion was approved.

- B. Request to expand register of eligibles:

- i. Civil Engineer III

Staff presented this item and explained that the request to expand this register was intended to enlarge the applicant pool in order to fill a current vacancy. Commissioner Betz moved adoption; commissioner Gray seconded. Motion approved.

- ii. Financial Services Coordinator

Staff presented this item and explained that the request to expand this register was intended to enlarge the applicant pool in order to fill a current vacancy. Commissioner Betz moved adoption; commissioner Gray seconded. Motion approved.

Informational Items

The Urbana Free Library provided a memoranda of updated current Civil Service positions.

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

- New Hires: Police Services Representative
- Promotions: Crew Leader- LRC
- Separations: Community Development Specialist, Police Services Representative, Police Sergeant

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Molly Lynch, Executive Assistant