
DATE: Wednesday, July 30, 2025
TIME: 4:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of Minutes of Previous Meeting**
3. **Public Input**
4. **New Business**
 - A. Request to decertify register: Maintenance Worker
 - B. Request to expand register of eligibles: Financial Services Supervisor
 - C. Request to amend Rule 6.6 – Promotional Examinations
5. **Informational and Discussion Items**
6. **Adjournment**



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@urbanaindinois.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.

I hereby certify that the agenda for the above stated meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Monday, July 28, 2025.

Femi Fletcher

Attest: Molly Lynch, Executive Assistant

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaillinois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a

speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk’s Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanillinois.us

6.6—PROMOTIONAL EXAMINATIONS

In addition to or in lieu of an original entry examination, the Commission or the Chief Examiner may conduct a promotional examination. Promotional consideration will be afforded to all employees meeting the minimum qualifications as provided in the class specification for the open position.

~~Promotional examinations shall be competitive among qualified candidates of the next lower rank for Police and Fire sworn positions or any lower job class for non-sworn positions. For sworn Police and Fire positions, promotional examinations shall be competitive among qualified candidates of the next lower rank(s). The examination~~ Examinations will generally include a written or comparable assessment, ~~and~~ oral examination, merit, and seniority unless otherwise specified below. ~~The relative weights per part shall generally be written or comparable assessment - 50 percent, oral examination - 30 percent, ascertained merit - 20 percent.~~

- A. Merit. The department head and respective supervisory personnel of the employee seeking promotion will rate the individual on job knowledge, performance and work habits. Forms will be provided by the Chief Examiner. The department head, or ~~his~~ designee, shall discuss the rating with the employee.
- B. Seniority. Points for seniority will be added to the final score in accordance with Rule 4.7.
- C. The following criteria shall be used to establish the promotional list for promoted ranks: Lieutenants and Captains in the Fire Department:
 1. The written examination and the assessment center, combined, shall total 100 points (“the combined score”).
 2. The written examination shall be scored on a scale of 100 points and then shall be reduced by a weighting factor to give it a weight of forty (40) percent of the combined score.
 3. The assessment center shall be scored on a scale of 100 points and then shall be reduced by a weighting factor to give it a weight of sixty (60) percent of the combined score.
 4. Seniority points (in accordance with Rule 4.7) shall then be added to the combined score.
 5. Departmental points shall then be added to produce the scores. *(Amended 11/02/2010).*

D. The following criteria shall be used to establish promotional lists in~~for~~ the Police Department:

1. ~~The relative weights per part shall generally be:~~ A written or comparable assessment - 50 percent,
 - a. For Police Lieutenant, a written test shall not be a required component and may be substituted for an equally weighted component to be agreed upon by the Department Head and the Chief Examiner.

2. ~~Oral examination - 30 percent;~~

1. ~~ascertained merit - 20 percent.~~

E. Content of Examinations

Examinations may contain one or more of the following assessments:

- (1) ~~Written tests~~ of aptitudes, achievement, and knowledge of the work.
- (2) ~~Written tests that evaluate mental fitness, character traits and attitudes, provided such tests are related to the duties of the position sought.~~
- (3) Oral interviews or ratings that evaluate personal qualifications and communication skills, provided such tests or ratings are practical, competitive, and related to duties of the position sought.
- (4) Ratings or other assessments that evaluate education, training, and/or experience.

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(5) Performance or evaluations that provide for assessment of applicants' abilities and skills to perform the duties of the position sought.

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F. Non-Competitive Classifications

Non-competitive classifications consist of those positions for which it is practicable to examine applicants as to their qualifications, but not practicable to conduct examinations on a competitive basis. Merit and fitness are determined by examining the applicant's qualifications to ensure they meet the standards set forth in the class specifications adopted for each position.

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The Urbana Free Library

210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax: 217-367-4061 • urbanafreelibrary.org

To: The Civil Service Commission, The City of Urbana

From: Taliah Abdullah, Executive Director of The Urbana Free Library

Date: July 25, 2025

Re: Updated list of Civil Service employees

Employees joining the Civil Service at The Urbana Free Library:

None during July 2025.

Employees in their probationary period at The Urbana Free Library:

Jacob Strom started a full-time Civil Service position as Digital Media & Graphic Designer on February 16, 2025.

Matthew Morin started a full-time Civil Service position as Library Assistant 2 – Safety on June 2, 2025.

James Porter started a full-time Civil Service position as Facilities Supervisor on June 22, 2025.

Tina Carrington started a full-time Civil Service position as Administration Specialist on June 23, 2025.

List of current Civil Service employees at The Urbana Free Library:

- Anslie Waldrep: Patron Services Specialist
- Brian Yako: Library Assistant 1 – Cataloging
- Brittni Meza-Krokenes: Library Assistant 2 – Patron Services
- Craig Williams: Library Assistant 2 – Safety
- Elaine Bearden: Programming Librarian
- Esther Yi: Programming Librarian
- Jennie Grace: Digital Media & Graphics Coordinator
- Joel Spencer: Patron Services Librarian
- Jordan Kahle: Patron Services Librarian
- Kasia Hopkins: Collections Librarian
- Logan Peal: IT Specialist
- Matthew Wetherbee: Library Assistant 1 – Cataloging
- Michael Poker: Library Assistant 2 – Patron Services
- Olivia Coleman: Programming Specialist
- Paige McQuigg: Patron Services Specialist
- Robin Hayden: Patron Services Specialist
- Sara Bennett: Archives Librarian
- Sherrie Bowser: Archives Librarian



The Urbana Free Library

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MEMORANDUM

DATE: 7/25/2025
TO: The City of Urbana, Civil Service Commission
FROM: Dawn Cassady
RE: Report on Applications for Facilities Supervisor and Administration Specialist

A. Facilities Supervisor -- Summary

The Urbana Free Library considered 8 of 8 applicants using a rubric based on the minimum qualifications for the position. Five (5) applicants met minimum qualifications for the position, and applicants were scored based on their training and experience. Urbana preference points and veteran status points were added as appropriate. Using this score rubric resulted in 4 applicants who scored 20 points or higher. The sample score sheet has been included in this packet.

B. Facilities Supervisor -- Background

The position was open for application from 3/28/2025 to 4/20/2025. The Urbana Free Library received 8 applications. No applicants opted out of giving information on the EEO form, so numerically, the breakdown of the applicants who did give information is as follows:

Male: 5	Non-Minority: 5
Female: 0	Minority: 0
No Response: 0	No Response: 0
Non-Binary: 0	

C. Facilities Supervisor -- Application Screening

Information about applicant scoring can be found in Appendix A-D of this memo. Required qualifications included a minimum of three years of progressively responsible experience in the fields of custodial services, facilities maintenance, or repair/replacement and operations services for commercial or public buildings, grounds, and facilities. Preferred qualifications included experience with or sufficient knowledge of public works contracts and maintenance of public works, at least one year prior successful supervisory experience, and public library experience. Desired skills included bilingual skills (especially Spanish, French, or Chinese).

D. Administration Specialist

The Administration Specialist position was an internal posting for one week that had one applicant.

Minimum qualifications included:

- Graduation from high school or equivalent.
- At least two years of professional experience performing increasingly responsible administrative or office management work.
- Munis or equivalent financial software experience.

The internal candidate met all of the minimum qualifications and was hired.



FACILITIES SUPERVISOR

JOB DESCRIPTION

Department: Facilities	Benefits: Yes
Division:	Percent Time: Full-time
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Facilities Manager	Pay Grade: 30

JOB SUMMARY

The Facilities Supervisor performs daily and periodic custodial tasks, and also maintenance tasks as needed by the Library, and ensures all work is completed efficiently and effectively by any direct reports. The Facilities Supervisor is also responsible for maintaining a clean and inviting atmosphere for all visitors and staff in Library buildings and on Library property, owned or rented. A critical component of the Facilities Supervisor's job is to oversee, evaluate, direct, and mentor hourly Facilities staff. This position must exemplify the characteristics of a collaborative, innovative, and resilient work environment and models the appropriate behavior to create and maintain this work culture. The Facilities Supervisor reports to the Facilities Manager.

ESSENTIAL FUNCTIONS

- Performs all daily and periodic custodial tasks as outlined in cleaning schedules.
- Responds to custodial and maintenance requests in a timely manner and updates the Library's ticketing system as requests are completed.
- Performs ongoing facility management checks, including for building maintenance, periodic repair, and capital projects in the absence of the Facilities Manager.
- Spends significant time and energy overseeing hourly Facilities staff, including training, evaluation, scheduling, work flow, and verification of time sheets using independent discretion.
- Holds any hourly staff accountable for any performance issues as deemed appropriate.
- Provides direction to and monitors work performed by contractors and vendors in the absence of the Facilities Manager.
- Meets with Library management and Facilities Manager to plan future facilities installations and updates and then implements those plans.
- Orders and monitors custodial supplies.

- Develops custodial procedures in accordance with best practice, and updates those procedures as needed.
- Monitors building systems and responds to alarms in the absence of the Facilities Manager.
- Installs equipment, shelving, and furniture.
- Contributes to Facilities procedure manuals, including the emergency manual.
- Contributes to short- and long-term Facilities plans and budgets.
- Ensures snow is removed and that Library grounds are maintained.
- Monitors compliance with regulations and ensures the Library meets applicable codes and standards.
- Implements safety practices.
- Maintains up-to-date working knowledge of governmental and industry building codes, safety requirements, environmental requirements, and ADA accessibility.
- Attends department and other meetings as scheduled.
- Purchases supplies as directed by the Facilities Manager.
- Responsible for special projects, their management, and other duties as assigned by the Facilities Manager.
- Other tasks as may be assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities would be:

- A minimum of three (3) years of progressively responsible experience in the fields of custodial services, facilities maintenance, or repair/replacement and operation services for commercial or public buildings, grounds, and facilities.
- Experience with or sufficient knowledge of public works contracts and maintenance of public works operations preferred.
- At least one year prior successful supervisory experience preferred.
- Public library experience preferred.
- Bilingual skills (especially Spanish, French, or Chinese) desired.

Knowledge of

- Occupational safety and health and safety precautions necessary in custodial and general maintenance and repair work, accident prevention, and a commitment to a safe work environment.

- Standard tools and equipment used in custodial services, general maintenance and repair work, and building remodeling.
- Facilities and grounds management, including mechanical systems, remodeling, and custodial services.
- Basic maintenance and operation of heating, ventilation, and air conditioning systems.
- Basic electrical and plumbing systems maintenance and repair.
- Applicable laws, codes, and regulations.
- Accurate grammar, spelling, punctuation, sentence structure, and standard English usage; business correspondence formats.
- Thorough knowledge of Library operations preferred.
- Word processing, spreadsheet software, ticketing systems, building operation systems. Experience with Alpha Controls and Spiceworks software desired.

Skills

- Good organizational, interpersonal, and decision-making skills to work effectively with patrons, staff, vendors, and visitors.
- Proficient in planning, coordinating, and directing numerous projects simultaneously.
- Budget preparation and financial tracking.
- Excellent communication skills.
- Dependability, trustworthiness, and honesty.
- Excellent supervisory and oversight skills in order to effectively manage staff.

Ability to

- Complete minor repair and construction work.
- Master complex, detailed routines; manage multiple projects simultaneously.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Demonstrate a strong commitment to excellent public service; work with others in a consistently approachable, cooperative, enthusiastic, and effective manner despite numerous competing requests.
- Execute and contribute to development of departmental procedures.
- Communicate effectively orally and in writing.
- Perceive unit as part of the Library as a whole.
- Employ best practices for employee supervision, including work planning, assignment, review, and evaluation, and the training in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and written materials.

- Clearly communicate orally and in writing, including ability to compose documents, policies, procedures, and instructional guides.
- Demonstrate competency in operating energy management systems and computerized building systems.
- Work a flexible schedule and additional hours beyond those regularly scheduled as necessary to meet the Library's needs, including nights and weekends.
- Project long-range expenditures and manage custodial and maintenance activities.
- Contribute to budgeting process for the Facilities department.
- Work with confidential information and in limited-access areas of the Library.
- Lift materials weighing up to 80 pounds and push fully loaded carts of Library materials on a regular basis.
- Perform tasks under adverse weather conditions.
- Perform safety-sensitive functions in accordance with federal requirements.

Responsible for:

- The safe operation of Library equipment.
- Routine maintenance of equipment used.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Library staff and the general public.
- Frequent contact with vendors and contractors.

SUPPLEMENTAL INFORMATION

Working Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library locations.
- Occasionally, attend professional activities at offsite locations.
- Works in close association with others.
- Work is subject to deadlines and frequent interruptions.
- Visits by and to vendors as needed.
- Standard office setting and visits to and occasional work on project sites.
- Typical work schedule is daytime, weekday hours but may include any hours. The Facilities Supervisor must be willing to work a non-traditional schedule – including frequent evening and weekend hours as required by projects – and is expected to respond to emergencies as needed.

- Works indoors and outdoors.
- The work may involve exposure to and cleanup of bodily fluids using prescribed safety equipment and best practices.
- Works with potentially hazardous chemicals and fumes.
- Occasionally works on ladders.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be met to enable individuals with disabilities to perform essential functions.

Physical Strength and Agility:

- Physical strength and agility sufficient to lift and maneuver up to 80 pounds.
- Ability to climb ladders; reach with hands and arms; crouch, climb or balance; stoop, kneel, or crawl.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, hear, and smell.
- The employee is required to use hands to touch, handle, feel, or operate objects, tools, or controls.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Created: March 2025

- Opinion Surveys
- 360 Feedback Survey
- Training Needs
- Performance

Disparate Impact Analysis

(an On-Line Internet based application)

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may select the types of analysis to be conducted by checking the appropriate boxes. Then press the compute button at the bottom of the form to view the results.

Select the type of employment decision:

Enter a title for your report:

Sex

Number of Male
 Applicants
 Selected

Race

Number of Non-Minority
 Applicants
 Selected

Age

Number of Younger
 Applicants
 Selected

Disability

Number of Non-Disabled
 Applicants
 Selected

Number of Female
 Applicants
 Selected

Number of Minority
 Applicants
 Selected

Number of Older
 Applicants
 Selected

Number of Disabled
 Applicants
 Selected

- Adverse Impact
- Chi-Square
- Standard Deviation
- Confidence Intervals
- Probability Distribution

Select the Statistical Tests you wish to execute by checking or unchecking the boxes on the left. Then press the 'Compute' button below.

Compute

Display: Description of Statistic Interpretation of Results

Facilities Supervisor

Adverse-Impact Report

[Adverse Impact](#) and the "four-fifths rule." - A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5ths) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact. [Uniform Guidelines on Employee Selection Procedures](#)

Chi-Square Report

Standard-Deviation Report

The difference between the proportion of the protected class Selected and the proportion of all Applicants Selected has a normal distribution with a mean and standard deviation. The statistic is shown below:

$$\frac{(r / n) - p}{\sqrt{p * (1-p) / n} * \sqrt{1-q}}$$

Confidence Interval Report

The proportion of the protected class Selected has an expected value that would fall within a specified confidence interval. The statistic is shown below:

Observed value = (r / n)

Expected value = p

Standard Deviation = $\sqrt{p * (1-p) / n} * \sqrt{1-q}$

Confidence Interval:

Lower Bound = $p - 1.96 * \text{Std Dev}$

Upper Bound = $p + 1.96 * \text{Std Dev}$

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Send questions or comments to webmaster@hr-guide.com. Thank you.