



# COMMUNITY ENGAGEMENT COORDINATOR

## JOB DESCRIPTION

<b>Department:</b> Executive Department	<b>Division:</b> Mayor's Office
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> City Administrator	<b>Union:</b> Non-Bargaining

## JOB SUMMARY

The Community Engagement Coordinator supports the Mayor and City Administrator with programs and projects that foster long-term, positive, and productive community relations. The position is under the primary direction of the City Administrator and includes outreach and engagement strategies to support community relations, including engagement with youth in the community, fostering partnerships with key community members and groups, social media communication, education and training, and project analysis.

This position serves as a liaison between the City and the community and promotes opportunities to interact in a constructive manner. A critical component of the position's outreach includes increasing the number of positive contacts between police officers and the community, providing a means for both police officers and members of the community to dispel pre-conceived notions and forge new relationships.

## ESSENTIAL FUNCTIONS

### **Position Essential Duties**

- Builds and maintains relationships with members of the community.
- Assists in developing and maintaining community engagement programs, particularly outreach to youth in the community.
- Develops mechanisms and strategies to facilitate communication between the Police Department and citizens regarding progress toward organizational goals, changes and achievements.
- Assists in representing the City of Urbana, as assigned, in a variety of public forums and social and civic functions with elected officials, external agencies, and community, neighborhood and business organizations. (See examples below.)
- Creates, cultivates, and deepens strategic partnerships with key community members and groups. Represents the City through participation in community events and networking.

- Serves as staff to the Civilian Police Review Board, which typically meets four times per year; may attend Human Relations Commission, school board, and other meetings as needed.
- Builds and maintains healthy, positive relationships with USD #116 students and staff, as well as community members, by being regularly and actively engaged in the school environment. Prepares and disseminates information related to programs to community members, businesses, and City staff, including press releases, brochures, videos, and bulletins regarding events and updates.
- Attends meetings, seminars and forums of interest to keep informed of changing trends or legislative initiatives. Monitors publications and networks for relevant information pertaining to the meeting agendas. Reports significant information to the Mayor and City Administrator.
- Maintains various records of activities and programs. Prepares general correspondence and summary reports; makes reports on community outreach program activities.
- Monitors social and community trends and issues.
- Maintains a database of community and media contacts.
- Assists with researching, writing, and designing internal and external communication such as press releases and annual reports for the public.
- Participates in collaborative partnerships and coalitions of professionals involved in public information.
- Maintains confidentiality when involved with sensitive information requiring considerable use of tact, discretion, and judgment.

**Standardized Essential Duties:**

- Continuously seeks process improvements in all operations with the ultimate goal to improve the quality of customer service.
- Assists the public with inquiries, requests, and/or problems in a friendly, respectful, courteous, and professional manner.
- Communicates and reinforces organizational culture and values.
- Maintain maximum security over confidential materials.
- Recognizes situations which are beyond his/her limits and directs them to the appropriate person.
- Maintains ongoing communication with supervisor, informing him/her of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.

- Maintains a professional and courteous attitude with all people, including fellow employees, members of the public, management, board and commission members, elected officials and members of the media. Cooperates with other departmental/division personnel to ensure customer service standards are consistently practiced.
- Maintains confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that confidential information is kept secure.
- Complies with City policies and procedures.
- Reports to work on time and as scheduled.
- Performs other duties as needed or assigned.

### **EXAMPLES OF WORK**

- Works with and through the Champaign County Community Coalition for community programs (monthly meetings).
- Manages the “Self Made Kingz” program, which focuses on youth in Urbana High School and Urbana Middle School.
- Makes other presentations to students in Urbana School District.
- Facilitates neighborhood safety programs and forums.
- Coordinates with the Human Relations Officer and Human Relations Commission to represent the City at various community events, including Jettie Rhodes Neighborhood Day, Disability Resource Expo, Champaign-Urbana Days, and other community events.
- Represents the City with various organizations, including CU Fresh Start, Champaign County Community Coalition, CU Trauma and Resilience Team, and others.

### **JOB REQUIREMENTS**

#### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- High school diploma or GED equivalent required. Bachelor’s degree in communications, public relations, education, social work, business administration, criminal justice or related field is preferred.
- Four (4) experience in public relations, education, social services, communications, or a related field which provides an understanding of human relations issues, programs, and problems; or an equivalent combination of education and experience.
  - *Substitutions:* A master’s degree in a related field may substitute for one year of the required experience.
- Outreach/community relations experience.
- Demonstrated experience working with individuals of diverse backgrounds, (e.g., ethnic, cultural, racial, and socioeconomic).

- Demonstrated sensitivity, knowledge, and understanding of the diverse socioeconomic, cultural, racial, and ethnic backgrounds of the community and USD #116 students and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Knowledge of:**

- Contemporary issues relating to community relations, youth, law enforcement, and individuals re-entering society.
- Principles and techniques of communications, diversity, and interpersonal, community, and human relations.
- Needs of the diverse socioeconomic, cultural, racial, and ethnic backgrounds of the community and Urbana School District #116 students.
- General knowledge of business and public administration practices including recordkeeping, office procedures and software, English language usage, spelling, grammar and punctuation.

**Skills**

- Active listening and initiative when appropriate; motivated to achieve a high level of performance.
- Using computers and various software programs including Microsoft Office.
- Outstanding written and verbal communication skills, including superior public speaking skills.

**Competencies**

- Collaboration skills
- Communication proficiency
- Diversity and inclusion
- Leadership
- Personal effectiveness/credibility
- Project management

**Ability to:**

- Work well under pressure, handle confidential information, and manage sensitive or controversial subjects with tact, kindness, and professionalism.
- Develop and conduct effective presentations.
- Work cooperatively with others.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Handle multiple priorities while working in a fast-paced, deadline oriented environment.
- Work independently with minimal supervision, a high degree of attention to detail, and exceptional organizational and prioritization skills.
- Work well independently, resolve problems, relate well with various types of individuals, often when they have experienced difficult situations; exercise good judgment; and work cooperatively. Must take initiative within delegated responsibility and take direction as needed
- Work under deadline pressure.
- Exhibit a high degree of professionalism, maturity, and patience.
- Strong organization skills and the ability to manage multiple responsibilities.

**Licenses, Certifications and Memberships Required**

- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.

**Special Conditions**

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- Due to the safety sensitive nature of the position and requirement to work with youth in a public school setting, the selected candidate must be able to satisfactorily pass a background check.

**Supplemental Information**

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**Job Dimensions**

- Interactions with others are somewhat unstructured. The purpose may be to influence or motivate others, to obtain information or to control situations and resolve problems. Interactions may be with individuals or groups of co-workers, students or the general public, may be moderately unstructured, and may involve persons who hold differing goals and objectives. Individuals at this level often act as a liaison between groups with a focus on solving particular unstructured problems. Interactions at this level require considerable interpersonal skill and the ability to resolve conflict.
- The employee operates under general supervision expressed in terms of program goals and objectives, priorities and deadlines. Administrative supervision is given through statements of overall program or project objectives and available resources. Administrative guidelines are relatively comprehensive, and the employee need only to fill in gaps in interpretation and adapt established methods to perform recurring activities. In unforeseen situations, the employee must interpret inadequate or incomplete guidelines, develop plans and initiate new methods to complete assignments

based on those interpretations. Assignments are normally related in function, but the work requires many different processes and methods applied to an established administrative or professional field. Problems are typically the result of unusual circumstances, variations in approach, or incomplete or conflicting data. The employee must interpret and refine methods to complete assignments. Characteristic jobs at this level may involve directing single-purpose programs or performing complex, but unprecedented, technical or professional work.

**Work Environment:** Work occurs primarily in an office or educational setting. The noise level in the work environment is usually low to moderate.

**Physical Requirements:**

- Requires: the ability to operate, repetitively at times, a personal computer,. Also requires ability to operate multi-line telephone and photocopier; ability to concentrate and consistently produce accurate work. While performing the duties of this job, the employee is frequently required to sit for long periods of time; use hand to find, handle, or feel, reach with hands and arms; and talk or hear. Incumbent must occasionally lift and/or move up to 30 lbs. Ability to see and hear within normal range.

**Work Hours:**

- Work hours are often irregular. Meetings and events frequently occur outside of regular business hours.

*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 the position. 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 made to enable individuals with disabilities to perform the essential functions.*

*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.*

**Class Specification History**

New class: 10/26/2016

General revision: 5/27/2020

General revision: 6/8/20

*For HR/Finance Use*

<b>Title Code</b> 178	<b>Pay Grade</b> 238
<b>EEO Category</b> 2– Professional	



# JOIN OUR TEAM

## Community Engagement Coordinator

\$27.06 - \$28.66/hr. (\$56,291.99- \$59,613.15/annual equiv.)

Full-time, Civil Service, Non-exempt

The Community Engagement Coordinator serves as a liaison between the City and the community to foster long-term, positive, and productive community relations, including engagement with youth in the community, fostering partnerships with key community members and groups, social media communications, education and training, and project analysis. A critical component of the position's outreach includes increasing the number of positive contacts between police officers and the community in order to dispel preconceived notions and forge new relationships.

Minimum qualifications include:

- Four (4) years of experience in public relations, education, social services, communications, or a related field which provides an understanding of human relations issues, programs, and problems; or an equivalent combination of education and experience.
- Outreach/community relations experience.
- Demonstrated experience working with individuals of diverse backgrounds (e.g., ethnic, cultural, racial, and socioeconomic).
- Demonstrated sensitivity, knowledge, and understanding of the diverse socioeconomic, cultural, racial, and ethnic backgrounds of the community and USD #116 students; and sensitivity to and understanding of groups historically underrepresented and groups who may have experienced discrimination.
- High school diploma or GED equivalent is required. Bachelor's degree in communications, public relations, education, social work, business administration, criminal justice or a related field is preferred.

### How to Apply

To be considered, complete an application at [urbanaininois.us/jobs](http://urbanaininois.us/jobs). Please attach a current resume and letter of interest. This position will remain open until filled, however first consideration will be given to qualified applicants who apply before Monday, July 6, 2020.

THE CITY OF URBANA WELCOMES DIVERSITY!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. EOE.



The City of Urbana, Illinois is accepting applications for

## Community Engagement Coordinator

\$27.06- \$28.66/hr.

(\$56,291.99 - \$59,613.15/annual equiv.)

Full-time, Civil Service, Non-exempt

Learn more or apply at  
[urbanaininois.us/jobs](http://urbanaininois.us/jobs)

*The City of Urbana Welcomes Diversity! EOE*



# Mr. Lemond Peppers



## Contents:

1. Online Application
2. Attachment: COVER LETTER.docx
3. Attachment: Peppers CEC Questionnaire.pdf
4. Attachment: S. Lemond\_Peppers, II\_Resume (5).pdf

Prepared for: Femi Fletcher  
City of Urbana & The Urbana Free Library  
Aug 7, 2020 5:55 PM

# City of Urbana & The Urbana Free Library Online Application

Peppers, Lemond - AppNo: 11525

Date Submitted: 7/5/2020

## Personal Data

**Name:** Mr. Lemond Peppers  
(Title) (First) (Middle Initial) (Last) (Suffix)  
Other name(s) under which transcripts, certificates, and former applications may be listed:

**Other:** Mr. Sherman L Peppers II  
(Title) (First) (Middle Initial) (Last) (Suffix)

**Email Address:** [REDACTED]

## Postal Address

Permanent Address	Present Address
Number & Street: [REDACTED]	Number & Street: [REDACTED]
Apt. Number: [REDACTED]	Apt. Number: [REDACTED]
City: [REDACTED]	City: [REDACTED]
State/Province: [REDACTED]	State/Province: [REDACTED]
Zip/Postal Code: [REDACTED]	Zip/Postal Code: [REDACTED]
Country: United States of America	Country: United States of America
Daytime Phone: [REDACTED]	Phone Number: [REDACTED]
Home/Cell Phone: [REDACTED]	

## Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 321 <b>Civil Service/Full-Time:</b> Community Engagement Coordinator at Urbana City Building	7/5/2020	years

## JobID 321 Questions

### \* Supplemental Application Questions

Please answer the questions below thoroughly, clearly and concisely. The responses you provide (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the selection process. These questions will be used to assist in the evaluation of your qualifications and will ask about your experience relative to a number of essential areas. Each of the areas listed refers to an important aspect of the job. To maximize the credit on this questionnaire, please provide as much detail as possible. Do not answer 'see resume.' This will be considered an incomplete answer and you will not receive credit. In some instances, repeating information is necessary to provide a complete and accurate response.

I have read this information and am aware of the importance of responses to the supplemental questions. By completing this supplemental evaluation, I attest that the information I have provided is accurate. Any information I provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate me from consideration or may result in dismissal.

\* You are responsible for maintaining the accuracy of your contact information, including your street address, e-mail address, and telephone numbers. Failure to maintain accurate contact information may result in not receiving information regarding this job announcement and/or not being further considered for this employment opportunity.

I understand and agree.

\* Which best describes your level of education?

Bachelor's degree

\* 1b. Is your major or concentration in one of the following areas: Communications, Public Relations, Education, Social Work, Business Administration, Criminal Justice or a related field? Please be sure to provide details in the "Education History" section of this application.

No

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## JobID 321 Questions continued

Questions of experience refer to professional or volunteer work. If you have worked/volunteered part-time, you must adjust the experience you are reporting accordingly. For example, if you worked part-time at 20 hours per week for 2 (two) years, this is equivalent to one (1) year of full-time experience (40 hrs./week). The work experience you report should also be reflected in the Work Experience section of this application.

\* 2. Which best describes your level of experience in public relations, education, social services, communications, or a related field which provides an understanding of human relations issues, programs, and problems? Please be sure to detail your experience in the Work Experience section of this application.

Ten (10) or more years of experience

\* 3. To what extent do you have experience with outreach/community relations activities in your current or previous work or volunteer responsibilities?

I have done this as a regular part of my duties

\* 3b. Select the tasks you have performed as part of your duties:

- Develop/maintain outreach programs
- Serve as a representative in a community group/public forum
- Provide case management (e.g. referrals for service, etc.)

3c. For each of the tasks you selected above, briefly summarize your experience:

I worked for CU-Church in conjunction with D.R.E.A.A.M. Academy to facilitate and supervise a Saturday school program located at Webber St. Church. We served African American boys school levels Pre-K through 5th grade. In my role as Co-coordinator for the Self-Made Kingz group (formerly Urbana Youth Project), I facilitated groups in and around restorative practices, making use of restorative circles method of communication. In my current role as Student Engagement Advocate at Urbana High School, I make home visits, arrange and facilitate parent teacher meetings, as well as facilitate and transition students to outside services and assistance.

\* 4. Do you have experience working directly with individuals of diverse backgrounds?

Yes, I have done this as a regular part of my duties

4b. If you answered yes, briefly describe your experience:

As a Student Engagement Advocate for Urbana School District #116 at Urbana High School, my job is to engage all students 9th through 12th grade, all genders, transgenders, races and economic levels. This extended also into our spanish speaking populations, and other undocumented students as well.

5. For the following questions, describe your experience in as much detail as possible. If you do not have any experience, type "none."

5b. Describe in detail one community program to which you were a significant contributor. Explain what your role was (organizer, forum/panel member, etc.) and how this program addressed a specific challenge to the diverse socioeconomic, cultural, racial, and/or ethnic population in the community.

In April of 2019 I began working to form a Youth Group for incoming 8th grade and current 9th grade African American male students. These students were selected based on low academic and behavioral compliance. I worked directly with Preston James in the interview, selection, and program implementation for the Urbana Youth Program. The young men selected renamed the program to the Self-Made Kingz. We met and worked with these young men for eight weeks during the summer of 2019. On several occasions I served as presenter and group facilitator for the group dealing with such topics as trauma, police contact and interaction, abuse, and financial literacy. I served as the Co-coordinator and continued the work of the group during the 2019-20 school year within Urbana High School meeting with these young men discussing such relevant issues such as racism within the school, employment opportunities, and social justice issues as it pertained to them.

5c. Describe in detail your experience working with youth in underrepresented populations.

I Worked seven years, 1998-2005, at the Pavilion serving displaced DCFS wards removed from the home setting and placed into the Residential Treatment facility program. I worked the Pavilion school as well as on the residential floors helping to monitor, implement, and facilitate programming and safe practices. I was responsible for transporting residents to and from hospitalizations, family home

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5c. Describe in detail your experience working with youth in underrepresented populations.

visits, and community outings. I spent six years, 2005-2011, working at the Roundhouse Emergency shelter and transitional living for the then Community Elements, now Rosecranc. All of the young men in the Self-Made Kingz group represent families from at or below the economic poverty level, and as a Student Engagement Advocate, many of the families I serve are a undocumented.

\* 6. BACKGROUND INVESTIGATION

I understand and agree.

Due to the sensitive nature of the position and requirement to work with youth in a public schools setting, the selected candidate must be able to satisfactorily pass a background check.

\* 7. Are you willing to work evenings and/or weekends?

Yes

Employment Eligibility

\* Are you eligible for employment in the United States? (Proof of U.S. Citizenship or immigration status will be required upon employment.)

Yes

\* Are you 18 years of age or older?

Yes

\* Are you willing to undergo a physical examination by a physician, to prove you are physically able to safely perform the tasks of the job for which you have applied?

Yes

\* The City of Urbana will send time-sensitive exam notices and other correspondence via e-mail to applicants. Only e-mail notification will be sent, regardless of notification preference selected. Do you understand that you will only be notified by e-mail?

Yes

\* Incomplete applications may not be considered. You must complete all sections of the application, including the Education and Work Experience section, even if you also attach a resume or other documentation. Failure to complete the application may result in your application being rejected. However, you may attach a resume or other documentation in addition to your completed resume. Do you understand and agree to the above information?

Yes

\* If you have applied for more than one vacancy that is currently open, please review your selections on Page 3. Be sure that you have selected **ALL** of the vacancies you wish to be considered, even if you have already submitted your application for that position. If you de-select a job vacancy, you cancel your application for that position.

I understand

## Education

Please tell us about your educational background beginning with the most recent.

**High School Attended:** Champaign Centennial High School, Champaign, IL  
**Graduation Status:** H.S. Diploma

### Colleges, Universities and Technical Schools Attended:

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Name and location	Dates Attended: From - To	Major area of study	Degree	Graduation Date	Graduated
University of Illinois at Urbana-Champaign	06/2020 08/2020	Social Work	Master's	05/2022	No
IL - Eastern Illinois University	01/2012 05/2013	General Studies	Bachelor	05/2013	
Illinois State University, Normal, IL	08/1994 12/1995	elementary education		05/1996	
Parkland College, Champaign, IL 61821	08/1992 05/1994	elementary education		05/1995	
University of Illinois @ Urbana-Champaign, Illinois	08/1991 05/1992	elementary education		05/1996	

## Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Urbana High School Student Engagement Advocate		1002 S. Race st. Urbana, IL 61801 217-384-3505		[REDACTED]	
<b>Date From - Date To:</b>	11/2018 - (Total Yrs: 2)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	Currently employed				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	To track and engage students with truancy, behavioral, and home issues. To provide building support by engaging students within the building and supporting proper classroom management and behavioral techniques. To complete all paperwork, attend staff meetings, not limited to but also including I.E.P. (Individual Educational Planning) meetings, as well as meeting deadlines for grant paperwork submission.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Champaign Unit #4 SSR Supervisor, Centennial High School		903 S Crescent Champaign, IL 61821 217-351-3951		[REDACTED]	
<b>Date From - Date To:</b>	11/2017 - 10/2018 (Total Yrs: 2)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	Currently employed in this position				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	Direct supervision of students who have been removed from the classroom setting. Input Discipline referrals into two computer systems, then run an end of the month monthly report submitted to the Central office. To provide support, behavioral modification, crisis intervention and overall student and staff support as needed.				

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## Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Champaign Unit #4 Hall Monitor at Central High school		610 W. University Ave Champaign, IL 61820 217-351-3916		[REDACTED]	
<b>Date From - Date To:</b>	09/2017 - 11/2017 (Total Yrs: 8)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	Currently employed				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	Sitting in a hallway post monitoring for student activity, behavior and hallway traffic. To issue tardy and excused passes to students as the situation dictated.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Champaign Unit #4 School District Substitute Aide/Safety Aide/Hall Monitor		703 S. New St Champaign, IL 61820 217-352-3800		[REDACTED]	
<b>Date From - Date To:</b>	12/2016 - 08/2017 (Total Yrs: 2)	<b>Full or Part Time:</b>	Sub		
<b>Reason for Leaving:</b>	Moved into a permanent position				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	Filling in as a Safety aide, hall monitor helping students maintain safe and appropriate behavior				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Kraft Heinz Equipment Cleaner		1701 W Bradley Ave. Champaign, IL 61820 227-378-1900		[REDACTED] [REDACTED] unknown	
<b>Date From - Date To:</b>	09/2015 - 08/2017 (Total Yrs: 2)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	health/fmla				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	To disassemble, clean, sanitize and then reassemble production tanks and pumps along with general and assigned cleaning				

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## Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Health Alliance Medical Intake Coordinator		301 s. vine Urbana, IL 61801 217-337-8157		[REDACTED]	
<b>Date From - Date To:</b>	- (Total Yrs: 2)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	currently employed				
<b>May we contact this employer?</b>					
<b>Responsibilities/Accomplishments at this Position</b>	I began in August 2, 2010 with Health Alliance as a Customer Service Representative and six months later was hired as a Medical Intake Coordinator. I have completed several classes within the Health Alliance Curriculum such as 10 Principles, Medical Terminology, and Diversity Training.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Roundhouse c/o Mental Health Center of Champaign County Recovery Advocate		311 W. White St. Champaign, IL 61820 217-359-5276		[REDACTED]	
<b>Date From - Date To:</b>	12/2005 - (Total Yrs: 4)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	Currently employed on a prn basis				
<b>May we contact this employer?</b>					
<b>Responsibilities/Accomplishments at this Position</b>	Taking client referral calls, checking in clients, supervising and counseling displaced youth.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
The Pavilion Teacher's Assistant and Mental Health Technician		809 W. Church Champaign, IL 61820 217-373-1700		[REDACTED]	
<b>Date From - Date To:</b>	08/1998 - 11/2005 (Total Yrs: 7)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	to take position with the Mental health center				
<b>May we contact this employer?</b>					
<b>Responsibilities/Accomplishments at this Position</b>	supervising, instructing and crisis intervention of psychotic, at-risk DCFS wards and displaced youth. I worked as a Teacher's Assistant from 1998-2001, then in 2001 I moved to strictly working on the Residential and hospital units as a Mental health technician.				

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## Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Prairie Center Health Systems Addictions Counselor		718 Killarney Urbana, IL 61801 217-328-4500		[REDACTED]	
<b>Date From - Date To:</b>	11/2001 - 09/2002 (Total Yrs: 10 months)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	To work only one job due to birth of child				
<b>May we contact this employer?</b>					
<b>Responsibilities/Accomplishments at this Position</b>	Ran 8 groups and had 48 individualized clients. Responsible for both group and individual sessions and paperwork. Worked with halfway house clients all towards the goals of achieving the "12-steps" to recovery process.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Centennial High School/ Young Adult Program Teacher's Assistant		913 S Crescent Champaign, IL 61821 217-351-3951		[REDACTED]	
<b>Date From - Date To:</b>	09/1996 - 08/1998 (Total Yrs: 2)	<b>Full or Part Time:</b>	Full		
<b>Reason for Leaving:</b>	To take a position with the Pavilion				
<b>May we contact this employer?</b>					
<b>Responsibilities/Accomplishments at this Position</b>	Remedial instruction of basic math, reading and life skills through job training and life management with students 18-21 who were identified from mildly to severely mental and/or physically handicapped. Some students were unambulatory.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Centennial High School Assistant Speech Coach		913 S. Crescent Champaign, IL 61821 217-351-3951		[REDACTED]	
<b>Date From - Date To:</b>	09/1996 - 05/1998 (Total Yrs: 2)	<b>Full or Part Time:</b>	Part		
<b>Reason for Leaving:</b>					
<b>May we contact this employer?</b>					
<b>Responsibilities/Accomplishments at this Position</b>	Assisted in coaching and instructing of various speaking and performing events. Worked as an assistant to Mr. Yanchus prior to this position becoming stipend, from 1991-2000. Total years experience should reflect 10 years.				

## Language Skills

Do you know any language other than English? Yes

**Language(s):** spanish  
**Oral Level:** Literate



# City of Urbana & The Urbana Free Library Online Application

Peppers, Lemond - AppNo: 11525

Date Submitted: 7/5/2020

## Certificates and Licenses

**Certificates & Licenses**

Please list any relevant certificates or licenses you currently possess:

Type:	
Date issued:	
Expiration date:	
Number:	
Issued by:	

Type:	
Date issued:	
Expiration date:	
Number:	
Issued by:	

Type:	
Date issued:	
Expiration date:	
Number:	
Issued by:	

## Professional References

	Reference 1	Reference 2
<b>Name:</b>	██████████	██████████
<b>Employer:</b>	Kansas Oklahoma Red Cross	City of Champaign
<b>Current Position:</b>	Service to the Armed Forces Director	Chief of Police
<b>Phone</b>	██████████	██████████
<b>Email:</b>	██████████	██████████
<b>Relationship to Candidate:</b>	Co-Worker/Self Made Kingz Program	personal
<b>Years Known:</b>	3	40+
	<b>Reference 3</b>	<b>Reference 4</b>
<b>Name:</b>	██████████	██████████
<b>Employer:</b>	Champaign Centennial	City of Champaign
<b>Current Position:</b>	Assistant Principal	Student Resource Officer
<b>Phone</b>	██████████	██████████
<b>Email:</b>	██████████	██████████
<b>Relationship to Candidate:</b>	Former Supervisor	Co-Worker @ Centennial High School
<b>Years Known:</b>	20+	3

# City of Urbana & The Urbana Free Library Online Application

Peppers, Lemond - AppNo: 11525

Date Submitted: 7/5/2020

## Professional References cont.

	Reference 5	Reference 6
<b>Name:</b>	[REDACTED]	[REDACTED]
<b>Employer:</b>	Champaign Centennial High School	Champaign Unit #4
<b>Current Position:</b>	English Teacher	Director of Magnet Schools
<b>Phone</b>	[REDACTED]	[REDACTED]
<b>Email:</b>		[REDACTED]
<b>Relationship to Candidate:</b>	co-worker and friend	Supervisor
<b>Years Known:</b>	22	16+

## Referrals

How did you hear about employment with us?

Somebody told me about it

## Disclosures

### Professional Status

\* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, expelled or terminated from employment?

Yes

If Yes, explain:

Due to health issues and the documented point system I was released from Kraft Heinz.

## Legal Information

### Equal Opportunity Employer

The City of Urbana is an equal opportunity employer dedicated to a policy of nondiscrimination in employment. All qualified applicants will receive consideration of employment regardless of race, color, national origin, religion, sex, age, marital status, physical and mental disability, sexual orientation, political affiliation, or other legally protected group status.

The City of Urbana Welcomes Diversity.

We foster an environment that values and encourages mutual respect, inclusion of all people and utilizing differences and similarities as an organizational asset.

# City of Urbana & The Urbana Free Library Online Application

Peppers, Lemond - AppNo: 11525

Date Submitted: 7/5/2020

## Applicant's Acknowledgment and Agreement

### INVESTIGATION AUTHORIZATION, UNDERSTANDING, & CERTIFICATION OF APPLICATION

By clicking on the agree button below, I hereby certify to all of the following: I meet all legal requirements for this position, including the age requirement. There are no misrepresentations or false information in my application package (all submissions). I am aware that should investigations disclose such, my current and future applications may be disqualified, my name may be removed from all eligible lists, and I may be disciplined or discharged if I am a currently employed with the City.

I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Urbana and will not be returned. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

I am aware that eligibility for a City of Urbana pension is based on the requirements set forth in the applicable pension plan, the provisions of which will be described in the new employee publication that will be provided to me if I am employed in an eligible position. I understand that acceptance of employment does not create a contractual obligation upon the City to continue to employ me in the future.

By signing this application, I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, including disciplinary reports, letters of reprimand, or other disciplinary actions. I authorize the Illinois State Police Department and the FBI to release to the City of Urbana any conviction information for the purpose of evaluating my qualifications and character as it relates to the position(s) for which I have applied. I also release the City of Urbana from all liability that might result from making an investigation.

The City of Urbana is an Equal Opportunity Employer. Pursuant to law, discrimination because of race, sex, color, religion, national origin, physical or mental disability, age, sexual orientation, or any other protected class is prohibited. If I believe I have been discriminated against, I may contact the City's Human Relations Officer or I may notify the appropriate federal or state agency.

I, Lemond Peppers, agree to all of the terms above.

I agree

## Civil Service Preference Points

Urbana City Code and Civil Service rules provide for Veteran and Urbana Residency preference points. If you meet the eligibility requirements, you will receive five (5) points for each category, which will be added to your Civil Service score. Please note that preference points will only be added to passing scores. See below for eligibility criteria and required documentation, and please read the following definitions carefully. You must attach supporting documentation to receive preference points. In some cases, you may need to attach more than one document. You do not need to complete this page if you are not applying for preference points.

### **VETERAN PREFERENCE**

To be eligible for veteran's preference under Urbana Civil Service Rules, you must meet the following definition of a veteran: "Persons who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service." Upon successful verification, you will receive five (5) points added to your score on the initial eligibility register. Do you meet this definition?

If you said "yes", please attach a copy of your DD214 or other supporting documentation:

### **URBANA RESIDENCE PREFERENCE**

To qualify for Urbana Residency Preference, you must have lived within the defined corporate limits of Urbana for twelve consecutive months. You must submit a copy of your current valid Illinois driver's license or State I.D. card verifying your current address AND a copy of one of the following current documents: voter's registration card, rental/lease agreement, Urbana Free Library card, or real estate tax bill with homestead exemption. Upon

# City of Urbana & The Urbana Free Library Online Application

Peppers, Lemond - AppNo: 11525

Date Submitted: 7/5/2020

## Civil Service Preference Points continued

If you answered "yes" to the question above, please attach a copy of the following documents:

- 1) Your current valid Illinois driver's license or State I.D. card verifying your current address; **AND**
- 2) A copy of one of the following current documents: voter's registration card, rental/lease agreement, Urbana Free Library card, or real estate tax bill with homestead exemption.

I hereby affirm that this information is true and correct, and I understand that misrepresentation or omission of facts may result in the rejection of my employment application. (Type your name in the box below):

<b>X</b>	<b>Signed: Lemond Peppers</b> <small>Stamped: 6/20/2020 10 03 44 PM 45.22.131.130 Applicant - #11525 - Lemond Peppers</small>
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# City of Urbana & The Urbana Free Library Online Application

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Peppers, Lemond - AppNo: 11525

Date Submitted: 7/5/2020

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## Additional Documents

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Resume

[S. Lemond\\_Peppers, II\\_Resume \(5\).pdf](#)

Cover Letter

[COVER LETTER.docx](#)

Other

To Whom It May Concern:

As a highly skilled coordinator, mentor, and engagement advocate with over 20 years of experience, I am writing to express my interest in the Community Engagement Coordinator for the City of Urbana, IL. Most recently I had the opportunity to work in the Urbana Youth program renamed The Self-made Kings as a School/community Coordinator. Twelve at risk African American male youth students were identified and selected to participate in a summer long program focused on socio emotional growth, appropriate school path selection, and trauma informed learning.

After working for two decades in education and mental health services, I have advanced knowledge in developing professional and interpersonal relationships, keeping digital spreadsheets on data such as behavioral trends, attendance, and medical records and ensuring accuracy in all finalized reports. Moreover, while my previous positions afforded me a well-rounded skillset, including excellent relationship building and time management skills, I excel at:

- outlining project scopes, managing timelines, and deadlines.
- Cultivating and implementing conflict resolution.
- Triageing services and networking avenues for the disenfranchised.

In addition to my relationship-building experience, I am a life-long resident of Champaign-Urbana and have a concentrated work within both school districts to triage and connect a continuum of services for various families and students. I served as a parishioner of St. Luke CME church for over forty years. I have also personally served as private mentor and tutor to special needs students and families of all socio-economic means.

I am confident the skills I honed in previous positions have prepared me for this opportunity within the City of Urbana. My localized expertise of the community in conjunction with professional and personal partnerships with both school districts, numerous churches, and mental health services facilities make me an excellent candidate for this opening. I greatly desire to meet with your Human Resource department to further discuss my experience and qualifications.

Thank you for your consideration,

Sincerely,

Lemond Peppers

[REDACTED]

[REDACTED]

## Community Engagement Coordinator Questionnaire.....Lemond Peppers

1. As a member of CU-Church, I was handpicked by the Executive to develop and implement a Saturday school program during the fall of 2019 and resuming during the winter of 2020. The goal of this program was to directly target minority and marginalized families in the Urbana-Champaign area for extended educational, optimal learning, and dietary opportunities. My responsibilities included, but not limited to, develop program classes, present finalized budget, as well as provide direct supervision on Saturdays. I worked in conjunction with D.R.E.A.A.M. Academy to target young African American male students initially between the ages of 6-11. I conducted several focus groups and planning meetings in organizing and finalizing all program which took place at the Webber St. Church in Urbana. I lead all meal menu planning, menu selection, as well as dietary needs for vegetarians, diabetics, and those who did not consume pork. The purpose of this collaborative program was to provide extended educational opportunities and wellness activities to students who might otherwise be unable to afford or attend regular weekly programming. I then provided direct supervision, student behavior modification, as well as conflict resolution and crisis intervention during all Saturday sessions. Most recently in the Spring of 2019, I work as Co-coordinator with Preston James with the Urbana Youth Program, later named The Self-Made Kingz. Preston and myself personally conducted interviews of 30 African American Male eighth grade and ninth grade students. The purpose was to determine which of 12-15 of these identified at risk youth would best fit in a self-enrichment program. The youth were identified as high fight/flight risks, most of them coming from single parent homes, all having been suspended on up to expulsion due to fighting, high truancy or other identified aggressive maladaptive behaviors. Preston and I worked in direct conjunction with the Champaign Co. Coalition, Don Moyers Boys & Girls Club, and Urbana School District #116. I facilitated several of the summer sessions ranging in topics such as Trauma response, teacher/school administrative contact behavior, as well as covering a wide variety of Black History topics. I assisted in transporting students, meals, and program materials on Tuesdays and Thursdays. We worked with these young men on self-awareness, control, as well as self-belief. I supervised a trip, along with other adults to Chicago's Dusable, Museum, Navy Pier, and Fogo de Chao.
2. My experience with report writing and submission is limited to just that, outside of collegiate school work. The reports I have been responsible for in the past did not require research of any kind. During my tenure in Champaign Unit #4 School District as Supervised Study Room Supervisor at Centennial High School, it was part of my responsibility to gather, maintain, and enter into the computer system the total number of Discipline Referrals (DR's) for each month. After the data entry process they were then categorically, major versus minor referral, inputted into data reports and submitted to the district office, the school, the student's records, as well as a notification process to the parent or legal guardian. There was necessary research and tabulation done by myself in order to formulate a food and crafts budget for the Weber St. Saturday school in affiliation with the D.R.E.A.A.M. Academy, however that one was presented to the Executive staff of CU-Church.

3. My experience in this matter is mainly focused in, however not limited to, Individual Educational Planning Meetings, as well as student/parent/teacher interventions. It is during such meetings that I am, if called upon, required to organize and present on matter of truancy, social emotional progress or digression, as well as student teacher interaction, along with documentation of how often I have met with the student. I in both of my years at Urbana High School have been upon to assist in basic Spanish speaking conversational issues. Administration has often deferred to me in matters regarding our African American male and female populations in matters of high flight, conflict resolution, and family advocacy. Then compiling such information and formatting it into an email sent to families, teachers, as well as administrative staff.
  
4. During my years at Health Alliance, 2010-2015 as well as my subsequent years with Rosecrans, Unit #4 school District and even now with Urbana School District #116, the procured and finely tuned skill of balance has remained a constant. As a Medical Coordinator for Health Alliance much of my job was walking our patrons through denial of services. In doing so it was my job to carefully and empathetically explain the difficult decision of denial, and how to navigate further, while keeping the person(s) engaged in wanting to remain with Health Alliance. The ability to render difficult news, stand on principals, technicalities while remaining humanistic is a honed skill of my own. It is in this difficult times that a person of rare breed and people person skills is required to deal today's climate of perception versus reality. Speaking into the heart of this community while humanizing the important presence of our officers of the peace is just the tip of the ice berg. I understand that issues of trust, transparency, and regulation must all align. I would work diligently to obtain and secure the trust of both colleagues and the maligned people of our neighborhoods we look to serve, protect, and most importantly improve.



# S. LEMOND PEPPERS, II

## Professional Summary

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To gain employment within a progressive organization. One where my advanced skills of communication, crisis intervention, problem solving, and office administration skills can be demonstrated on a consistent basis, with future opportunities for upward mobility. Experienced advocate, public speaker and relations specialist with over 20 years of experience in Education, Public Relations, and Customer Service. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.

## Skills

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- Benefits
- Crisis intervention
- Customer Service
- Direction
- Documentation
- Group facilitation
- Safety
- Supervision
- Phone
- Triage
- Student engagement
- Mentoring students
- Experience with special-needs students
- Customer service and engagement
- Project-based learning advocate
- Resolution team engagement

## Work History

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**Student Engagement Advocate (S.E.A.)** 11/2018 to Current

**Urbana School District #116 – Urbana, IL**

- Negotiated agreements between students and teachers to clarify misunderstood directions and resolve conflicts affecting performance.
- Identified students with truancy issues and met face to face, arranged for home visits and worked to develop and triage treatment and behavioral plans to coordinate success within the students particular schedule.
- Participated in Individualized Educational Plan (I.E.P.) meetings to help manage and facilitate the implementation of state requirements for students with qualifying identified behavioral, emotional, and learning deficits.
- Attend District wide Professional Training and in service meetings.

**Hall Monitor/Supervised Study Room Supervisor** 12/2016 to 11/2018

**Champaign Unit – Champaign, Illinois**

- Applied positive behavior management techniques to enhance social interactions and emotional development.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Maintained group discipline through positive reinforcement, behavior modeling and collaboration with parents.
- Used positive reinforcement techniques to promote patience and other good behaviors in children.

**Equipment Cleaner** 09/2015 to 05/2018

**Kraft Heinz – Champaign, Illinois**

Worked with production pumps and tanks within the Enhancers Processing Department. disassembled, cleaned, sanitized and then reassembled production tanks and pumps. Worked in the sanitation tank room applying various chemicals while monitoring water temperatures to assure the highest level of sanitation and cleanliness. Operated forklift trucks to transport high hazardous chemicals and waste products. Also transported chemical totes throughout the plant for various other departments.

**Medical Intake Coordinator/Appeals Coordinator**

03/2011 to 03/2015

**Health Alliance – Urbana, IL**

- To triage incoming electronic requests for specialized services, medical equipment, and specialist referrals based on variables such as medical urgency and staff availability.
- To provide direction and information to callers from other Health Alliance Departments, external facilities and providers.
- Received the "You're a 10" Recognition for Outstanding Customer Service.
- Rated as "Strong Performer" in 2011-12, 2012-13 Annual Reviews.
- Worked with Medicaid and Medicare Advantage customers to understand requirements and provide exceptional appeals as well as approval process service.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.

**Customer Service Representative,**

08/2010 to 04/2011

**Health Alliance Medical Plan – Urbana, Champaign, IL**

- To Field all incoming calls from members, doctors, hospitals and employer representatives in regard to plan benefits, coverage and claims processing information.
- Received 5 "Spotted doing a Great Job" Coins for Outstanding Service.
- Recovery Advocate Community Elements @ Roundhouse - 12/14/05-4/11/11, To process and complete the intake process of all incoming youth into the Roundhouse facility.
- To perform safety checks, field phone calls, monitor/supervise and facilitate group activities along with medication disbursement.
- To enter computer shift documentation following the youth's stay along with food preparation and/or kitchen supervision.

**Mental Health Technician & Teacher's Aide**

08/1998 to 11/2005

**The Pavilion Behavioral Health Center – Champaign, IL**

- To provide direct supervision, group facilitation and therapeutic crisis intervention, both verbal and physical, for residential DCFS wards and other placed youth.

**Education**

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**Bachelor:** General Studies**Eastern Illinois University**

GPA: 3.24, 1/7/12-5/1/13 Charleston, IL

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# INTERVIEW SCHEDULE

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Community Engagement Coordinator

Thursday, August 27, 2020	
8:00 a.m.	[REDACTED]
8:45 a.m.	[REDACTED]
9:30 a.m.	Lemond Peppers
10:15 a.m.	[REDACTED]
11:00 a.m.	[REDACTED]
12:45 p.m.	[REDACTED]

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# COMMUNITY ENGAGEMENT COORDINATOR

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## Staff Panel Interview Schedule

**Wednesday, September 9, 2020**

1:00 p.m.	Lemond Peppers
2:00 p.m.	[REDACTED]

**Thursday, September 10, 2020**

9:00 a.m.	[REDACTED]
10:00 a.m.	[REDACTED]



City of Urbana  
Human Resources Division

September 10, 2020

Lemond Peppers



Dear Lemond,

Please allow this letter to serve as a conditional offer of employment for the position of Community Engagement Coordinator with the City of Urbana, contingent on satisfactory completion of the conditions listed below. Your initial pay rate will be \$27.3341 per hour, equivalent to \$56,854.91 per year, based on 2,080 hours per year. In addition, you will be eligible for overtime pay or compensatory time for hours worked in excess of 40 hours per week, per City policy. You will be eligible for benefits immediately upon employment; more information regarding benefits associated with this position can be found at [www.urbanacareers.org/non-union-benefits](http://www.urbanacareers.org/non-union-benefits).

This is a civil service position, therefore you will serve a six-month probationary period. During the probationary period, your employment will be at-will and may be terminated at any time, for any reason. Upon and successful completion of probation, you will enjoy the rights and responsibilities associated with positions in classified service.

This offer is conditioned on our receipt of all the requested information below and satisfactory completion of our pre-employment review process. Please sign and return this letter and the following information to me in the enclosed envelope; you may wish to retain a copy for your records.

1. Your signature on this conditional offer will allow us to contact your references, as well as your current and previous supervisors.
2. Due to the safety sensitive nature of this position, we will also conduct a criminal background and motor vehicle records check. You will receive an e-mail from our third-party background check vendor, Justifacts; when you receive this, please input the requested information into the web portal as directed.

Please don't hesitate to call me at (217) 384-2458 with any questions that you may have.

Sincerely,

Elizabeth Borman

Digitally signed by Elizabeth Borman  
DN: cn=Elizabeth Borman, o=City of Urbana, ou=Human  
Resources, email=eeborman@urbanaininois.us, c=US  
Date: 2020.09.10 13:42:50 -0500

Elizabeth Borman  
Human Resources Manager

cc: Carol Mitten

*I accept this position and the conditions of employment stated above.*

---

Signature

Date



City of Urbana  
Human Resources Division

September 16, 2020

S. Lemond Peppers  
[REDACTED]

Dear Lemond:

Please allow this letter to serve as a final offer of employment for the position of Community Engagement Coordinator with the City of Urbana to be effective Monday, September 28, 2020. Please report to Human Resources at 8:00 a.m. that day.

Your initial pay rate will be \$28.9468 per hour, equivalent to \$60,209.28 per year, based on 2,080 hours per year. In addition, you will be eligible for overtime pay or compensatory time for hours worked in excess of 40 hours per week, per City policy. You will be eligible for benefits immediately upon employment; more information regarding benefits associated with this position can be found at [www.urbanacareers.org/non-union-benefits](http://www.urbanacareers.org/non-union-benefits).

This is a civil service position, therefore you will serve a six-month probationary period. During the probationary period, your employment will be at-will and may be terminated at any time, for any reason. Upon and successful completion of probation, you will enjoy the rights and responsibilities associated with positions in classified service.

Please sign and return one copy of this letter to me, and do not hesitate to call me at (217) 384-2458 with any questions that you may have.

Sincerely,

[REDACTED]  
Elizabeth Borman  
Human Resources Manager

cc: Carol Mitten

*I accept this position and the conditions of employment stated above.*

---

Signature

Date



# City of Urbana Personnel Action Request Form

HR will complete items marked with an asterisk. Digital signatures will automatically generate a date.

Action Type New Emp.	Employee #	Employee Last Name Peppers	Employee First Name S. Lemond	MI
Dept. --	Division	Group B/U --	Wage Rate	Step
Current Title	Pos. Control #*	Job Class*	Current Status --	
AS/400 Title Code*	AS400/Pay Group --	AS400/Pay Grade*	EEO* --	

### ACTION (select all that apply)

New Job/ Job Change Hire	Pay Change --	Leave --	Other --	
Separation --	Last Day Worked	Pay Through	Eff. Date 09/28/2020	End Date
Dept. 10-Executive	Division HRO	Group B/U 2000-NBU/NonEx	Wage Rate 28.9468	Step
Proposed Title Community Engagement Coordinator	Position Control #* 104002	Job Class* 2111	Proposed Status Active	
AS/400 Title Code* 178	AS400/Pay Group 3 - Office	AS400/Pay Grade* 03	EEO* 2	

### FUNDING

ORG 10010104	OBJ 50110	% 100	Activity Regular Pay
ORG	OBJ --	%	Activity --
ORG	OBJ --	%	Activity --

Comments

Prepared by:	Date:
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### ROUTING / APPROVALS

1.Div. Head: _____ <i>Signature</i> _____ <i>Date</i> _____	2.Dept. Head: _____ <i>Signature</i> _____ <i>Date</i> _____
3.HR Mgr./Dir: Elizabeth Borman <i>Signature</i> _____ <i>Date</i> _____ <small>Digitally signed by Elizabeth Borman DN: cn=Elizabeth Borman, o=City of Urbana, ou=Human Resources, email=eeborman@urbanaillinois.us, c=US Date: 2020.09.22 13:55:50 -0500</small>	4.City Administrator: _____ <i>Signature</i> _____ <i>Date</i> _____

### HUMAN RESOURCES/FINANCE USE ONLY

Entered by	Date	Verified by	Date
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# 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	Race	Age	Disability
Number of Male 36 Applicants 27 Selected	Number of Non-Minority 56 Applicants 39 Selected	Number of Younger <input type="text"/> Applicants <input type="text"/> Selected	Number of Non-Disabled <input type="text"/> Applicants <input type="text"/> Selected
Number of Female 63 Applicants 46 Selected	Number of Minority 41 Applicants 34 Selected	Number of Older <input type="text"/> Applicants <input type="text"/> Selected	Number of Disabled <input type="text"/> Applicants <input type="text"/> Selected

<input type="checkbox"/> -Adverse Impact <input type="checkbox"/> -Chi-Square <input type="checkbox"/> -Standard Deviation <input type="checkbox"/> -Confidence Intervals <input type="checkbox"/> -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.
<input type="button" value="Compute"/>	
Display: <input type="checkbox"/> Description of Statistic <input type="checkbox"/> Interpretation of Results	



## Community Engagement Coordinator

### 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](#)

Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio for Female	Adverse Impact Ratio for Male
$(46/63) = 0.7302$	$(27/36) = 0.75$	$(0.7302/0.75)=0.97$	$(0.75/0.7302)=1.03$
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio for Minority	Adverse Impact Ratio for NonMinority
$(34/41) = 0.8293$	$(39/56) = 0.6964$	$(0.8293/0.6964)=1.19$	$(0.6964/0.8293)=0.84$
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

### Chi-Square Report

Observed Expected	Selected	Not Selected	Row Totals
Male	27 26.5455	9 9.4545	36
Female	46 46.4545	17 16.5455	63
Column Total	73	26	99

**Chi-Square = 0.0466**

The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.

Observed Expected	Selected	Not Selected	Row Totals
NonMinority	39 42.1443	17 13.8557	56
Minority	34 30.8557	7 10.1443	41
Column Total	73	24	97

**Chi-Square = 2.2432**

The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.

## 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:

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

*Analysis of proportion of Female Selected*where:

- **r = number of Female Selected.**
- **n = number of Selected (Female and Male).**
- **p = proportion of Applicants that are Female.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
Male	27	9	36
Female	46	17	63
Column Total	73	26	99

$$\begin{aligned} r &= 46 \\ n &= 73 \\ p &= 63 / 99 = 0.636 \\ q &= (46 + 27) / (63 + 36) = 0.737 \end{aligned}$$

**Standard Deviation Statistic = -0.216**

**These results show that the proportion of Female Selected is -0.216 standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.**

*Analysis of proportion of Minority Selected*where:

- **r = number of Minority Selected.**
- **n = number of Selected (Minority and NonMinority).**
- **p = proportion of Applicants that are Minority.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
NonMinority	39	17	56
Minority	34	7	41
Column Total	73	24	97

$$\begin{aligned} r &= 34 \\ n &= 73 \\ p &= 41 / 97 = 0.423 \\ q &= (34 + 39) / (41 + 56) = 0.753 \end{aligned}$$

**Standard Deviation Statistic = 1.498**

**These results show that the proportion of Minority Selected is 1.498 standard deviations above the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.**

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

### *Analysis of proportion of Female Applicants Selectedwhere:*

- **r = number of Female Selected.**
- **n = number of Applicants Selected.**
- **p = proportion of Female among those Selected.**
- **q = proportion of Applicants Selected.**

**r = 46**

**n = 73**

**p =  $(63/(63+36))=0.636$**

**q =  $((46 + 27)/(63 + 36))=0.737$**

**(r/n)= $46/73=0.6301$**

**The lower bound of the confidence interval is:  $0.636-(1.96*0.029)=0.5798$**

**The upper bound of the confidence interval is:  $0.636+(1.96*0.029)=0.6929$**

**Confidence Interval = 0.5798 to 0.6929**

**These results show that the proportion of Female Female (r/n=0.6301) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.**

### *Analysis of proportion of Minority Applicants Selectedwhere:*

- **r = number of Minority Selected.**
- **n = number of Applicants Selected.**
- **p = proportion of Minority among those Selected.**
- **q = proportion of Applicants Selected.**

**r = 34**

**n = 73**

**p =  $(41/(41+56))=0.423$**

**q =  $((34 + 39)/(41 + 56))=0.753$**

**(r/n)= $34/73=0.4658$**

**The lower bound of the confidence interval is:  $0.423-(1.96*0.029)=0.3663$**

**The upper bound of the confidence interval is:  $0.423+(1.96*0.029)=0.479$**

**Confidence Interval = 0.3663 to 0.479**

**These results show that the proportion of Minority Minority (r/n=0.4658) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.**

## Probability Distribution Report

Number Female Selected	Number Male Selected	Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio of Female	Adverse Impact against Female ?	Probability	Cumulative Probability
37	36	(37/63)	(36/36)	0.5873	YES	0.000001	0.000001
38	35	(38/63)	(35/36)	0.6204	YES	0.000017	0.000018
39	34	(39/63)	(34/36)	0.6555	YES	0.000191	0.000208
40	33	(40/63)	(33/36)	0.6926	YES	0.001296	0.001505
41	32	(41/63)	(32/36)	0.7321	YES	0.006	0.007504
42	31	(42/63)	(31/36)	0.7742	YES	0.020113	0.027618
43	30	(43/63)	(30/36)	0.819	NO	0.050751	0.078368
44	29	(44/63)	(29/36)	0.867	NO	0.098865	0.177233
45	28	(45/63)	(28/36)	0.9184	NO	0.151318	0.328552
Selected->46	27	(46/63)	(27/36)	0.9735	NO	0.184214	0.512766
47	26	(47/63)	(26/36)	1.033	NO	0.179902	0.692668
48	25	(48/63)	(25/36)	1.0971	NO	0.141741	0.834409
49	24	(49/63)	(24/36)	1.1667	NO	0.090396	0.924806
50	23	(50/63)	(23/36)	1.2422	NO	0.046728	0.971533
51	22	(51/63)	(22/36)	1.3247	NO	0.019568	0.991102
52	21	(52/63)	(21/36)	1.415	NO	0.006623	0.997725
53	20	(53/63)	(20/36)	1.5143	NO	0.001804	0.999529
54	19	(54/63)	(19/36)	1.6241	NO	0.000393	0.999922
55	18	(55/63)	(18/36)	1.746	NO	0.000068	0.99999
56	17	(56/63)	(17/36)	1.8824	NO	0.000009	0.999999
57	16	(57/63)	(16/36)	2.0357	NO	0.000001	1
58	15	(58/63)	(15/36)	2.2095	NO	0	1
59	14	(59/63)	(14/36)	2.4082	NO	0	1
60	13	(60/63)	(13/36)	2.6374	NO	0	1
61	12	(61/63)	(12/36)	2.9048	NO	0	1
62	11	(62/63)	(11/36)	3.2208	NO	0	1
63	10	(63/63)	(10/36)	3.6	NO	0	1

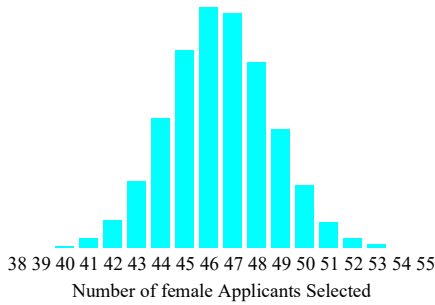
Given that 73 were Selected from a pool of 36 Male and 63 Female it was possible to have Selected from 37 to 63 females.

Adverse Impact would be found if you Selected 42 or fewer Female.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0.0276 (the sum of the probabilities of having Selected 42 or fewer Female).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

**Probability Distribution of the variable: Number of Female Selected.**

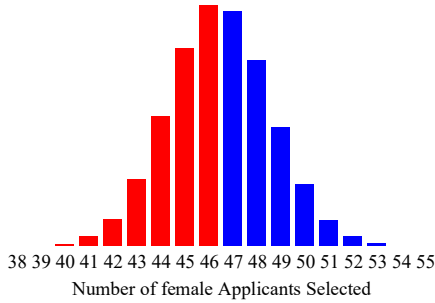


The probability distribution of having Selected from 37 to 63 females is displayed above. The graph above is shown starting with 38 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 46 female Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of female Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer females Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more females Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of female and male Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 37 to 63 female Applicants, the individual probabilities of having Selected each number of female Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of female and male Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Female Selected' would have a lower bound of 43 and an upper bound of 50.

The significance of having Selected 46 or fewer Female is graphically displayed below.



As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 42 or fewer female Applicants.

You have Selected 46 female Applicants. The probability of having Selected 46 or fewer Female is equal to the cumulative probability for having Selected 46 Female Applicants. The cumulative probability of having Selected 46 female Applicants is 0.5128 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 46 or fewer female Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

## Probability Distribution Report

Number Minority Selected	Number NonMinority Selected	Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio of Minority	Adverse Impact against Minority ?	Probability	Cumulative Probability
17	56	(17/41)	(56/56)	0.4146	YES	0	0
18	55	(18/41)	(55/56)	0.447	YES	0	0
19	54	(19/41)	(54/56)	0.4806	YES	0	0
20	53	(20/41)	(53/56)	0.5154	YES	0	0
21	52	(21/41)	(52/56)	0.5516	YES	0.000003	0.000003
22	51	(22/41)	(51/56)	0.5892	YES	0.000027	0.00003
23	50	(23/41)	(50/56)	0.6283	YES	0.000189	0.000219
24	49	(24/41)	(49/56)	0.669	YES	0.001014	0.001233
25	48	(25/41)	(48/56)	0.7114	YES	0.004222	0.005455
26	47	(26/41)	(47/56)	0.7556	YES	0.013856	0.01931
27	46	(27/41)	(46/56)	0.8017	NO	0.036179	0.055489
28	45	(28/41)	(45/56)	0.8499	NO	0.075647	0.131136
29	44	(29/41)	(44/56)	0.9002	NO	0.127165	0.258301
30	43	(30/41)	(43/56)	0.9529	NO	0.172162	0.430463
31	42	(31/41)	(42/56)	1.0081	NO	0.187633	0.618096
32	41	(32/41)	(41/56)	1.066	NO	0.164179	0.782274
33	40	(33/41)	(40/56)	1.1268	NO	0.114738	0.897012
Selected->34	39	(34/41)	(39/56)	1.1907	NO	0.063523	0.960535
35	38	(35/41)	(38/56)	1.258	NO	0.027527	0.988062
36	37	(36/41)	(37/56)	1.3289	NO	0.009176	0.997238
37	36	(37/41)	(36/56)	1.4038	NO	0.002294	0.999532
38	35	(38/41)	(35/56)	1.4829	NO	0.000414	0.999945
39	34	(39/41)	(34/56)	1.5667	NO	0.000051	0.999996
40	33	(40/41)	(33/56)	1.6556	NO	0.000004	1
41	32	(41/41)	(32/56)	1.75	NO	0	1

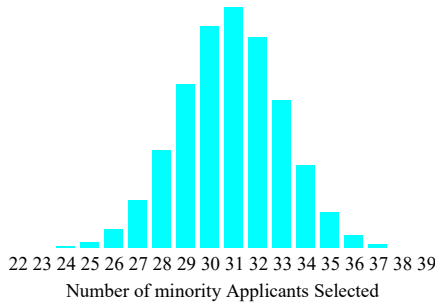
Given that 73 were Selected from a pool of 56 NonMinority and 41 Minority it was possible to have Selected from 17 to 41 minorities.

Adverse Impact would be found if you Selected 26 or fewer Minority.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0.0193 (the sum of the probabilities of having Selected 26 or fewer Minority).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

### Probability Distribution of the variable: Number of Minority Selected.

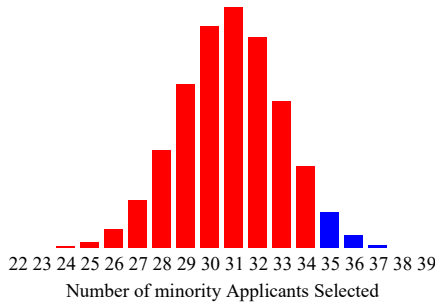


The probability distribution of having Selected from 17 to 41 minorities is displayed above. The graph above is shown starting with 22 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 31 minority Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of minority Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer minorities Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more minorities Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 17 to 41 minority Applicants, the individual probabilities of having Selected each number of minority Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Minority Selected' would have a lower bound of 27 and an upper bound of 34.

The significance of having Selected 34 or fewer Minority is graphically displayed below.



As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 26 or fewer minority Applicants.

You have Selected 34 minority Applicants. The probability of having Selected 34 or fewer Minority is equal to the cumulative probability for having Selected 34 Minority Applicants. The cumulative probability of having Selected 34 minority Applicants is 0.9605 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 34 or fewer minority Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.



# HUMAN RIGHTS AND EQUITY OFFICER

## JOB DESCRIPTION

<b>Department:</b> Executive	<b>Division:</b> Human Rights and Equity
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100% (1.0 FTE)
<b>Job Type:</b> Appointed, Non-Civil Service	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Mayor	<b>Union:</b> Non-Union

### JOB SUMMARY

The Human Rights and Equity Officer provides leadership, vision, and oversight to the Human Rights and Equity Office where the mission is promote and protect human rights, civil rights, and support optimal community relations within the city of Urbana.

Primary responsibilities relate to providing technical assistance and subject matter expertise in ways that support accessibility, social equity, and transformational change to advance the City's diversity, equity, and inclusion efforts, both internally and externally. Examples include engaging in community relations activities, both directly and through supervision of the Community Engagement Coordinator; performing investigative and compliance tasks; reviewing and monitoring City's diversity, equity, and inclusion efforts, and performing related work as required. The incumbent also serves as advisor to City staff and liaison between City administration and various community-based organizations, boards, and commissions.

### ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates and controls the division's operations and programs to establish priorities, coordinates these operations with other functions within the organization, and ensures program objectives and standards are established, attained, and congruent with overall City goals.
- Represents the Office to community groups, businesses, the media and others; responds to media inquiries and may prepare and give presentations/speeches, draft press releases, and participate in media interviews regarding the Office.
- Analyzes a variety of data in order to identify inefficiencies and potential solutions. Anticipates and monitors community issues relating to human rights, civil rights and community relations, as well as serves as a resource to resolve these matters.
- Serves as staff to Human Rights and Equity Commission and Civilian Police Review Board (CPRB), including attendance at all meetings, staff reports, and related materials. Develops written standards for orientation and continuing education for all CPRB members; identifies and/or creates orientation and continuing education material for members. Ensures that new members successfully complete the



orientation before being seated on the Board and that continuing education is successfully completed in a timely fashion for all sitting members.

- Answers inquiries from citizens and other stakeholders concerning their legal rights in the areas covered by the Urbana City Code sections (e.g., discrimination relating to housing, employment, public accommodations, or credit; experiences with the Urbana Police Department). Investigates and responds to claims of unlawful discrimination in employment, housing, credit, and public accommodations in violation of the Urbana Human Rights Ordinance. Provides technical assistance to Urbana employers, landlords, financial institutions and businesses related to compliance with the Urbana Human Rights Ordinance.
- Implements diversity, equity, and inclusion efforts for City contractors and vendors.
- Educates residents regarding their civil rights using a variety of media formats.
- Makes appropriate referrals to other human rights and social service agencies as appropriate.
- Establishes and maintains effective working relationships with City staff and multi-sector community stakeholders.
- Serves as a liaison with local, state and federal civil rights enforcement agencies;
- Educates and trains community groups regarding human rights. Provides training on human rights, civil rights, community relations and related matters, both internally and externally.
- Keeps necessary records and prepares reports;
- Assists the Human Resources team in employee training and professional development; develops, recommends and/or implements EEO and diversity policies, plans, training programs, systems and procedures to support an equitable and inclusive environment at the City and assuring City compliance with applicable local, state, and federal laws; encourages diversity/multicultural programs.
- Assists in employment recruitment as requested;
- Acts as the City of Urbana's ADA Coordinator and provides assistance as appropriate regarding compliance with the Americans with Disabilities Act and/or other legislation.

## **JOB REQUIREMENTS**

### **Education & Experience**

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

- Bachelor's degree in public administration, political or social sciences, or a related field.
- Five or more years of experience in policy-making, program development, implementation, and management in the areas of civil or human rights, or a related area of specialty. Experience must include three years of administrative, supervisory or management responsibility.
- Experience work with diverse, under-represented, and vulnerable populations.
- Experience developing community outreach and engagement strategies

### **Preferred Attributes**

- Advanced degree in public administration, law, political or social sciences, or a related field.
- Experience applying an equity framework in an enforcement environment.

**Comprehensive Knowledge of**

- Federal, state, and local equal employment opportunity/affirmative action and other civil rights laws and ability to interpret and apply same.
- Civil rights programs, regulations, and practices (e.g., EEOC, contract compliance, labor standards, fair housing, etc.) including familiarity with the legal issues of each.
- Concepts, national trends, best practices, and current issues related to diversity, equity, and inclusion.
- Principles and practices of conflict management and resolution.

**Skills**

- Advanced public speaking skill and ability to communicate with people from diverse backgrounds and under emotional circumstances, including making formal presentations to groups and committees, community organizations representing the diversity of the community, decision-makers in a political environment, and working with the media and the public.
- Developing training curricula and facilitation
- Advanced skills in investigative and interview techniques.
- Skill in exercising sound judgment.
- Gathering, analyzing and synthesizing data; effective report writing; and effectively presenting statistical and narrative information to non-technical stakeholders or audiences.
- Strong research skills.
- Problem-solving, conflict resolution, negotiating and decision making.
- Handling multiple competing priorities and case management.
- Skills to master the contents of the job related relevant laws, regulations and procedures and apply them effectively in work assignments with a view toward the provision of quality services for citizens to the City.
- Strong leadership and management skills in serving as a consultant to managers.
- Strong critical evaluation and problem solving skills to effectively identify problems and effectuate appropriate creative solutions.
- Proficiency with Microsoft Office software

**Ability to**

- Prepare clear and concise reports, either orally or in writing.
- Make decisions in accordance with applicable laws and policies.
- Accept and delegate responsibility.
- Handle sensitive and confidential information while exercising good judgment.
- Respond to requests under the Illinois Freedom of Information Act.

- Establish effective relationships with staff, government officials, representatives of community-based agencies/organizations and the general public.
- Work with a variety of individuals from diverse backgrounds with diverging opinions and viewpoints, and the ability to provide leadership and build consensus within a group and among competing interests.
- Advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Work flexible hours and under pressure or tight deadlines.

### **Special requirements**

- Due to the level of access to confidential and sensitive information, the successful candidate must pass a background check.

## **SUPPLEMENTAL INFORMATION**

**Supervision:** responsible for managing the day-to-day operations of the division, which includes supervising the Community Engagement Coordinator, preparing, monitoring, and administering the division's annual budget, and making policy and program recommendations.

### **Job Dimensions**

- **Leadership:** oversees, plans, and implements major programs and services for the organization; reports progress to the organization's executive team.
- **Working conditions:** works in a dynamic environment that requires ability to be sensitive to change and responsive to changing goals, priorities, and needs.
- **Complexity:** responsible developing policies, long range plans, and allocate funds; makes decisions that involve multiple priorities, limited resources, and internal and external challenges. Decisions impact the organization as a whole. Reports to elected or appointed officials who hold me accountable for the success of the organization.
- **Decision-making:** oversees numerous functions and staff. Principally responsible for determining policies and procedures that will ensure the success of our operation.
- **Relationships:** provides updates to senior managers, elected officials, or other community groups or organizations. Works regularly with other directors or senior managers to ensure the provision of efficient and effective services. Performance indicators include consideration to how effectively incumbent responds to members of the community or internal peers within the organization.

### **Physical Demands and Working Conditions**

- Work primarily occurs in a standard office setting. Position requires attendance at evening board and commission meetings and weekend events as needed.
- Work is primarily sedentary, involving: exerting up to ten (10) pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Duties require manual dexterity for tasks like typing; handling materials primarily with the whole hand; hearing perceiving the nature of sounds at

normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound; ability to make rational decisions through sound logic and deductive processes; ability to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely; and visual acuity sufficient to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**Necessary Special Requirements:** This position is subject to a thorough background investigation.

*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 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 the 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.*

*For HR/Finance Use*

<b>Title Code</b>	<b>Pay Grade</b> 354
<b>EEO Category</b> 1 – Officials and Administrators	

**Class Specification History**

- FOIA Compliance Duties added as of 10/11/2010
- General revision: January 2015
- General revisions and title change: September 2020



CITY OF  
URBANA

# Human Rights and Equity Officer

## The Community

The vibrant community of Urbana, Illinois (pop. 42,044) seeks a visionary leader to serve as its Human Rights and Equity Officer. Located in the heart of east central Illinois, Urbana prides itself on being a progressive, dynamic community and is internationally distinguished as the home of the University of Illinois at Urbana-Champaign, the state's flagship public university and one of the pre-eminent research institutions in the world.

## Position in Brief

Reporting to the City Administrator, the position heads the City's Office for Human Rights and Equity and leads the City's efforts to promote and protect human and civil rights, and develop and support initiatives that promote the City as a welcoming and inclusive community in which to live and work. As with all City executive level positions, this position is appointed annually by the Mayor and the City Council.



## Key Position Responsibilities

The Human Rights and Equity Officer will have the following primary responsibilities:

- Provides assistance and subject matter expertise to support accessibility, social equity, and transformational change to advance the City's diversity, equity and inclusion efforts, both externally and internally.
  - Represents the Human Rights and Equity Office to community groups, businesses and the media. This includes responding to inquiries, preparing and giving presentations, developing press releases and participating in media interviews.
  - Investigates and responds to claims of unlawful discrimination in employment, housing, credit, experiences with the Urbana Police Department and public accommodations in violation of the Urbana Human Rights Ordinance.
- Provides technical assistance to Urbana employers, landlords, financial institutions and businesses related to compliance with the Urbana Human Rights Ordinance.
  - Serves as staff liaison to the Human Rights and Equity Commission and Civilian Police Review Board.
  - Educates and trains community groups regarding human rights; assists the City's Human Resources team with employee training focused on supporting an equitable and inclusive working environment.



EXECUTIVE RECRUITMENT





## Ideal Candidate

The successful candidate will be a strategic, innovative, and visionary leader with proven experience in leading diversity, equity and inclusion initiatives. The City welcomes candidates with public or private sector experience who have a successful record of advancing implementation strategies that demonstrate commitment to promoting a welcoming and inclusive environment. Preferred qualifications include:

- Master's degree from an accredited college or university in a relevant field of study.
- Five years or more of progressive relevant experience in a leadership position.
- Experience working with diverse, under-represented and vulnerable populations.
- Experience with developing community outreach and engagement strategies.
- Proven track record of developing initiatives to meet community and organizational needs.
- Well-developed skills in facilitating inclusive dialogues.
- Knowledge of applicable federal, state and local laws regarding equal employment/affirmative action and civil rights.
- Knowledge of concepts, national trends, best practices and current issues related to diversity, equity and inclusion.

## Total Compensation Package

This position offers a competitive salary within an expected hiring range of \$89,355 - \$94,734. DOQ. A comprehensive benefit package is offered and includes paid vacation, sick leave, holiday pay, outstanding health coverage options, pension plan through the Illinois Municipal Retirement Fund (IMRF), an optional deferred compensation plan, and a post-retirement medical savings benefits program.

## How to Apply

Apply with resume and cover letter to [GovHRjobs.com](http://GovHRjobs.com). First review of candidates will begin 11/16. Questions are encouraged and should be directed to Mike Earl, GovHR USA - Senior Vice President, at 224-261-8366 or [mearl@govhrusa.com](mailto:mearl@govhrusa.com).



## COVID-19 INFORMATION AND RESOURCES



Urbana, IL – Human Rights and Equity Officer

Full Time



Urbana, IL



Posted 2 weeks ago

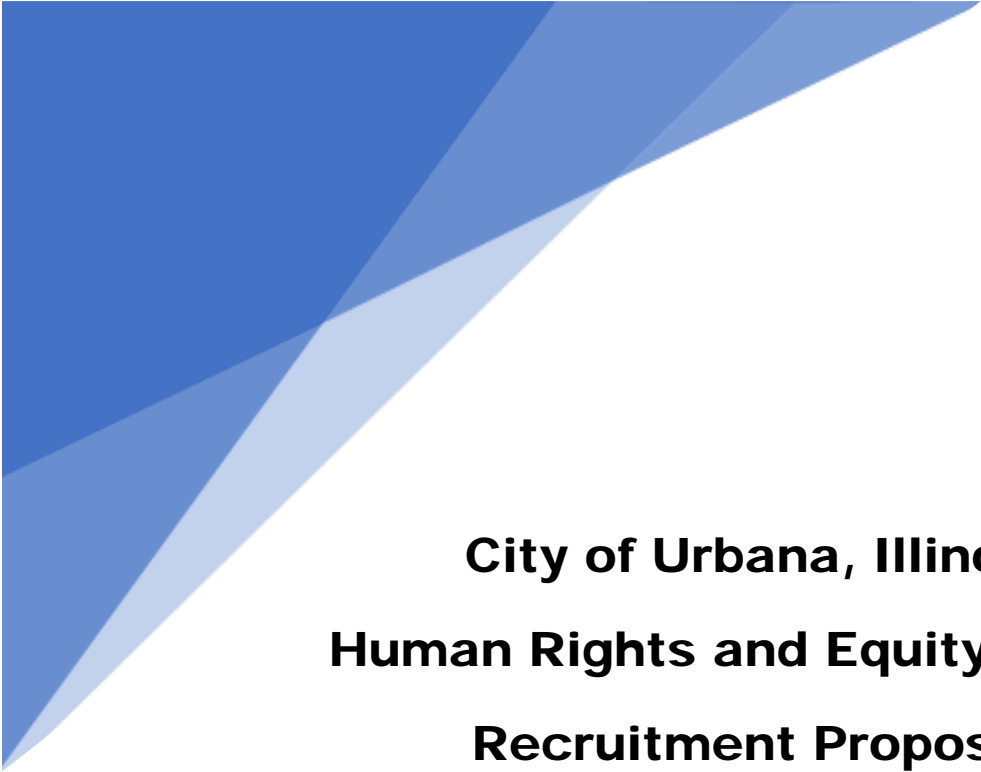


Closes: November 16, 2020

**GovHRUSA**

**The Community.** The vibrant community of Urbana, Illinois (pop. 42,044) seeks a visionary leader to serve as its Human Rights and Equity Officer. Located in the heart of east central Illinois, Urbana prides itself on being a progressive, dynamic community and is internally distinguished as the home of the University of Illinois at Urbana-Champaign, the state's flagship public university and one of the pre-eminent research institutions in the world.

**Position in Brief.** Reporting to the City Administrator, the position heads the City's Office for Human Rights and Equity and leads the City's efforts to promote and protect human



City of Urbana, Illinois  
Human Rights and Equity Officer  
Recruitment Proposal  
September 21, 2020



630 Dundee Road  
Suite 130  
Northbrook, IL 60062  
847-380-3240  
[info@GovHRusa.com](mailto:info@GovHRusa.com)



## About Us

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted more than 450 recruitments in 31 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as Outstanding and indicate they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough recruitment brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We are committed to providing you with a pool of candidates that reflects the diversity of your community. We support the following organizations with our time as well as provide financial resources: National Forum for Black Public Administrators, Local Government Hispanic Network, League of Women in Government and Engaging Local Government Leaders.

## Our Consultants

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

## About the Owners

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer.

Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as the Village Manager for the Village of Wilmette, Illinois.

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. She has worked in Massachusetts, North Carolina, and Illinois.

## Scope of Services – Professional Outreach Services

### Position Assessment & Position Announcement

Development of a two-page **Position Announcement** to be placed on websites and social media.

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
  - Social media
    - LinkedIn (over 15,000 connections)
    - Facebook
    - Twitter
    - Instagram



- GovHR will provide you with a list of advertising options for approval
- Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
  - Leadership and management skills
  - Size of organization
  - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.



Summary of Costs for Professional Outreach Services:	Price
Recruitment Fee:	<b>\$2,750</b>
<b>Total:</b>	<b>\$2,750 (*plus advertising)</b>

**\*Variable Costs:** Advertising Expense. Can range from \$1,000 to \$2,000 per position depending on the sources used.

*GovHR USA, LLC will invoice the client at the completion of services for the full amount due. Payment is due within thirty (30) days of receipt of the invoice.*

## Signature Page

---

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

**Client Name/Organization** \_\_\_\_\_

**Client Contact Name/Position** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Billing Contact** \_\_\_\_\_

**Billing Contact Email** \_\_\_\_\_

From: Marlin, Diane  
Sent: Monday, September 07, 2020 12:29:30 PM  
To: Marlin, Diane  
Subject: statement

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

From: Marlin, Diane  
Sent: Monday, September 07, 2020 12:29:30 PM  
To: Marlin, Diane  
Subject: statement

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

From: Mitten, Carol  
Sent: Wednesday, September 23, 2020 4:34:00 PM  
To: Borman, Elizabeth; Marlin, Diane; Hannan, Elizabeth  
Subject: RE: Human Relations position

Liz:

I think this is ready to go. Who should sign?

Thanks,

Carol

---

From: Borman, Elizabeth <eeborman@urbanailinois.us>  
Sent: Monday, September 21, 2020 2:06 PM  
To: Marlin, Diane <dwmalin@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>  
Subject: FW: Human Relations position

Good afternoon all,

Please find the GovHR proposal for HREO outreach attached.

Thanks,  
Liz

From: Laurie Pederson <lpederson@govhrusa.com>  
Sent: Monday, September 21, 2020 8:08 AM  
To: Mike Earl <mearl@govhrusa.com>  
Cc: Borman, Elizabeth <eeborman@urbanailinois.us>  
Subject: Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!

Laurie

---

From: Hannan, Elizabeth  
Sent: Wednesday, September 23, 2020 3:01:51 PM  
To: Borman, Elizabeth  
Subject: RE: Cabinet Meeting

Do you usually do that?? (Just curious.)

As far as I know, just the HRO drive, but he is reporting to Carol, so she may want him to have other info. Carol should approve it.

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Sent: Wednesday, September 23, 2020 3:00 PM  
To: Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
Subject: FW: Cabinet Meeting

I can initiate the Access Request Form for Lemond (although I know you or Carol will need to approve it). Are there special folders and/or software that he will need access to?

---

From: Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
Sent: Tuesday, September 22, 2020 11:20 AM  
To: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>; Brooks, Michelle <[mebrooks@urbanailinois.us](mailto:mebrooks@urbanailinois.us)>; Ho, Don <[dqho@urbanailinois.us](mailto:dqho@urbanailinois.us)>; Francisco, Kris <[kfrancisco@urbanailinois.us](mailto:kfrancisco@urbanailinois.us)>  
Subject: Cabinet Meeting

A couple of things to know –

Lemond Peppers will start as Community Engagement Coordinator on Monday. He is coming from the Urbana School District. This is a new title for Preston's position. We will begin recruiting for Human Rights and Equity Officer (Vacellia's position), which will now be full-time. Also, expect an announcement soon about an interim public works director.

I gave an update on the class and comp study, and asked department heads to share with their non-union staff. I will share this with you at our staff meeting and we can talk about how to share with your own staff, for those of you that have staff that are affected by this. This is something that is best done with a personal touch, I think, rather than an email to a large group.

Elizabeth

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: Borman, Elizabeth  
Sent: Tuesday, June 02, 2020 4:59:54 PM  
To: Fletcher, Femi  
Subject: RE: RE: Community Outreach Coordinator posting

No worries at all—that's what I'm here for (and it will be nice to see something in my comfort zone for a change!). Have a great evening!

---

From: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Sent: Tuesday, June 02, 2020 4:59 PM  
To: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Subject: RE: RE: Community Outreach Coordinator posting

I'm going to be sending you a ton of things to review tomorrow morning! LOL (but still kind of sorry because I know you're swamped, too).

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
[urbanailinois.us/jobs](http://urbanailinois.us/jobs)



---

From: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Sent: Tuesday, June 2, 2020 4:56 PM  
To: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Subject: RE: RE: Community Outreach Coordinator posting

Thank you so much, Femi. I know you have a lot on your plate, and I sincerely appreciate your efforts on this. If I can help in any way, please don't hesitate to let me know how I can support you.

---

From: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Sent: Tuesday, June 02, 2020 3:56 PM  
To: Diane Marlin ( [REDACTED] )  
Cc: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Subject: RE: Community Outreach Coordinator posting

Mayor Marlin,

First, I wanted to personally say thank you for your support and hard work during the events over the last few days. It has not gone unnoticed by this employee, at least.

Second, to provide you with an update on the Community Outreach Coordinator posting, I'm working really hard to have it posted by this Friday afternoon (6/5). Per Civil Service Rules, it must remain posted for at least two weeks. As with all postings, the advertisement will be distributed via City email to all users, including City Council.

Please let me know if I can provide you with any other information you'd like to share with the public.

Best,

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
[urbanailinois.us/jobs](http://urbanailinois.us/jobs)

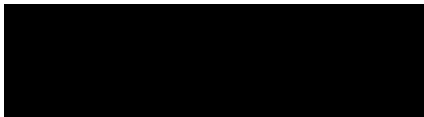
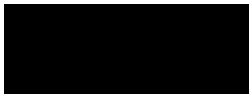


---

From: Francisco, Kris  
Sent: Tuesday, February 25, 2020 8:15:12 AM  
To: Hannan, Elizabeth  
Subject: RE: Questions about employee compensation

Yes, I'm sure it is.

Kris Francisco  
Financial Services Manager  
City of Urbana, Finance Department  
400 S. Vine St, Urbana, IL 61801  
Phone 217.384.2309 Fax 217.384.2370  
[www.urbanailinois.us](http://www.urbanailinois.us)



---

From: Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
Sent: Tuesday, February 25, 2020 7:57 AM

To: Francisco, Kris <klfrancisco@urbanaininois.us>  
Subject: FW: Questions about employee compensation

Could this be related to the info you provided to another DI reporter? If yes, can I you send me that?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: [REDACTED]  
Sent: Monday, February 24, 2020 10:34 PM  
To: Hannan, Elizabeth <eahannan@urbanaininois.us>  
Subject: Questions about employee compensation

Dear Ms. Hannan,

How are you? My name is [REDACTED] and I am a journalism student from the University of Illinois.

I am doing a story on Urbana employee compensation, and I noticed that Mr. Michael Brunk, the city arborist, is the top-compensated employee for that year. I am wondering if you would be able to answer a few questions regarding that.

I also have some general questions about employee compensation that I am hoping you can help answer. If not, I am hoping you can point me towards the right person.

My phone number is [REDACTED], or you can reach me at [REDACTED]. Thank you and looking forward to hearing back from you soon!

Best,  
[REDACTED]

---

From: Borman, Elizabeth  
Sent: Tuesday, June 23, 2020 2:42:17 PM  
To: 'Marion Knight Jr'; Tom Betz; Tom Betz; Traci E. Nally  
Cc: Fletcher, Femi  
Subject: Draft Minutes from 5/27/2020

Many thanks for your review!

Take care,  
Liz

Elizabeth Borman, SPHR, MPA, MUP  
Human Resources Manager  
City of Urbana, Illinois  
[eborman@urbanaininois.us](mailto:eborman@urbanaininois.us)  
217.384.2459



---

From: Borman, Elizabeth  
Sent: Monday, June 22, 2020 4:49:18 PM  
To: 'Marion Knight Jr'; Tom Betz; Tom Betz; Traci E. Nally  
Cc: Fletcher, Femi  
Subject: Civil Service Meeting Materials

Good afternoon all,

Meeting materials for the June 24, 2020 regular meeting of the Urbana Civil Service Commission are available at: <https://www.urbanaininois.us/node/8517>. Minutes from the last meeting are attached, and the May 27 minutes will be coming tomorrow. Please let Femi or me know if you have any questions.

Thank you and have a great evening,  
Liz

Elizabeth Borman, SPHR, MPA, MUP  
Human Resources Manager  
City of Urbana, Illinois  
[eborman@urbanaininois.us](mailto:eborman@urbanaininois.us)  
217.384.2459

---

From: Borman, Elizabeth  
Sent: Monday, June 08, 2020 2:40:38 PM  
To: Fletcher, Femi  
Subject: RE: Community Outreach Coordinator (2020)\_rev3(ff)

[REDACTED]

---

From: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Sent: Monday, June 08, 2020 2:40 PM  
To: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Subject: RE: Community Outreach Coordinator (2020)\_rev3(ff)

Done. Thanks, Liz. Let's hope she likes it. J

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
[urbanailinois.us/jobs](http://urbanailinois.us/jobs)

[REDACTED]

---

From: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Sent: Monday, June 8, 2020 1:07 PM  
To: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Subject: RE: Community Outreach Coordinator (2020)\_rev3(ff)

Oh.My.Goodness!!! I love this. Please feel free to send these documents to the mayor—FANTASTIC job!!!

---

From: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Sent: Monday, June 08, 2020 12:46 PM  
To: Borman, Elizabeth <[eborman@urbanailinois.us](mailto:eborman@urbanailinois.us)>  
Subject: Community Outreach Coordinator (2020)\_rev3(ff)

Liz,

Thanks for sending this. I thought about it over the weekend, and [REDACTED] I did a little research and found a great document (attached) that outlines the difference between "outreach" and "engagement" (pp. 4-6). It is clear from the information presented that the City of Urbana is looking for the latter.

I've made some suggested changes in the job description. If you think this makes sense, I'm happy to send changes on to the mayor.

Thanks!

~F

---

From: Fletcher, Femi  
Sent: Monday, June 08, 2020 12:40:16 PM  
Subject: Community Outreach Coordinator (2020)\_rev3(ff)

---

From: Borman, Elizabeth  
Sent: Monday, June 08, 2020 10:38:11 AM  
To: Fletcher, Femi  
Subject: Revised Community Outreach Coord. JD

Good morning Femi!

I believe the mayor has some revisions coming, but I wanted to share a couple I came up as well. Could you look these over and see what you think? Please keep what you like and reject what you think won't work; if you want to send it on to the mayor, that's fine. Otherwise, I will (I do not want to make more work for you!).

Thanks!  
Liz



---

Sent: Thursday, June 04, 2020 3:10:36 PM  
To: Marlin, Diane  
Subject: RE: Community Outreach Coordinator Recruitment

Mayor,

I just spoke to Liz and am able to give you a bit more context.

Modifications to job descriptions do need to be approved by the Commission. We could call a special meeting, but I learned today that there have been complaints to the PAC about the Commission having too many special meetings. Calling one now may likely trigger another complaint and review by the PAC.

[REDACTED]

If I can answer any other questions or perhaps provide more context, I'd be happy to do so.

Thanks,

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
[urbanaillinois.us/jobs](http://urbanaillinois.us/jobs)



---

From: Marlin, Diane <[dymarlin@urbanaillinois.us](mailto:dymarlin@urbanaillinois.us)>  
Sent: Thursday, June 4, 2020 1:55 PM  
To: Fletcher, Femi <[fnfletcher@urbanaillinois.us](mailto:fnfletcher@urbanaillinois.us)>  
Subject: Fwd: Community Outreach Coordinator Recruitment

Please use my city email! This gmail address must be lurking in your contact list!

Begin forwarded message:

From: "Fletcher, Femi" <[fnfletcher@urbanaillinois.us](mailto:fnfletcher@urbanaillinois.us)>  
Date: June 4, 2020 at 12:46:53 PM CDT  
To: "Diane Marlin" [REDACTED]  
Subject: **Community Outreach Coordinator Recruitment**

?  
Mayor,

The job description, draft job ad, and draft recruitment plan for the Community Outreach Coordinator position are attached for your review.

Please let me know if you'd like me to change anything in the job ad or application questions (first two pages of the recruitment plan).

Thanks!

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
[urbanaillinois.us/jobs](http://urbanaillinois.us/jobs)

---

Sent: Thursday, June 04, 2020 2:32:42 PM  
To: Marlin, Diane  
Subject: RE: Community Outreach Coordinator Recruitment

Mayor,

I just spoke with Liz, and want to provide you with a bit more context.

A m

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaininois.us/jobs



---

From: Marlin, Diane <dwmalin@urbanaininois.us>  
Sent: Thursday, June 4, 2020 1:55 PM  
To: Fletcher, Femi <fnfletcher@urbanaininois.us>  
Subject: Fwd: Community Outreach Coordinator Recruitment

Please use my city email! This gmail address must be lurking in your contact list!

Begin forwarded message:

From: "Fletcher, Femi" <fnfletcher@urbanaininois.us>  
Date: June 4, 2020 at 12:46:53 PM CDT  
To: "Diane Marlin" <[REDACTED]>  
Subject: **Community Outreach Coordinator Recruitment**

?  
Mayor,

The job description, draft job ad, and draft recruitment plan for the Community Outreach Coordinator position are attached for your review.

Please let me know if you'd like me to change anything in the job ad or application questions (first two pages of the recruitment plan).

Thanks!

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
urbanaininois.us/jobs

---

From: Borman, Elizabeth  
Sent: Thursday, June 04, 2020 1:09:15 PM  
To: Fletcher, Femi  
Subject: RE: Community Outreach Coordinator Recruitment

I'm the least important person in this discussion, so no worries at all. J Thank you for getting this to the mayor so quickly!

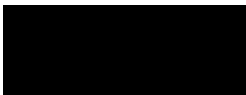
---

From: Fletcher, Femi <fnfletcher@urbanaininois.us>  
Sent: Thursday, June 04, 2020 12:53 PM  
To: Borman, Elizabeth <eeborman@urbanaininois.us>  
Subject: FW: Community Outreach Coordinator Recruitment

Sorry Liz, I forgot to copy you on this.

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
urbanaininois.us/jobs



---

From: Fletcher, Femi  
Sent: Thursday, June 4, 2020 12:47 PM  
To: Diane Marlin ([REDACTED])  
Subject: Community Outreach Coordinator Recruitment

Mayor,

The job description, draft job ad, and draft recruitment plan for the Community Outreach Coordinator position are attached for your review.

Please let me know if you'd like me to change anything in the job ad or application questions (first two pages of the recruitment plan).

Thanks!

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaininois.us/jobs

[REDACTED]

---

From: Marlin, Diane  
Sent: Thursday, June 04, 2020 12:42:36 PM  
To: Fletcher, Femi  
Subject: Copy of position description

Femi, Can you send me the final position description for community outreach coordinator? I need to check language on something.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

---

From: Marlin, Diane  
Sent: Thursday, June 04, 2020 1:54:53 PM  
To: Fletcher, Femi  
Subject: Fwd: Community Outreach Coordinator Recruitment

Please use my city email! This gmail address must be lurking in your contact list!

Begin forwarded message:

From: "Fletcher, Femi" <fnfletcher@urbanaininois.us>  
Date: June 4, 2020 at 12:46:53 PM CDT  
To: "Diane Marlin" ([REDACTED])  
Subject: **Community Outreach Coordinator Recruitment**

?  
Mayor,

The job description, draft job ad, and draft recruitment plan for the Community Outreach Coordinator position are attached for your review.

Please let me know if you'd like me to change anything in the job ad or application questions (first two pages of the recruitment plan).

Thanks!

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
urbanaillinois.us/jobs

---

From: Borman, Elizabeth  
Sent: Wednesday, June 03, 2020 11:00:46 PM  
To: Fletcher, Femi  
Subject: RE: Community Outreach Coordinator posting

Thank you, Femi—have a good night. :)

---

From: Fletcher, Femi <fnfletcher@urbanaillinois.us>  
Sent: Wednesday, June 03, 2020 11:00 PM  
To: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Subject: RE: Community Outreach Coordinator posting

I'm on it first thing.

~F

Sent from my Sprint Samsung Galaxy Note8

----- Original message -----

From: "Borman, Elizabeth" <eeborman@urbanaillinois.us>  
Date: 6/3/20 10:30 PM (GMT-06:00)  
To: "Fletcher, Femi" <fnfletcher@urbanaillinois.us>  
Subject: Fw: Community Outreach Coordinator posting

Please and thank you. :)

---

From: Marlin, Diane  
Sent: Wednesday, June 3, 2020 5:41 PM  
To: Borman, Elizabeth  
Subject: Re: Community Outreach Coordinator posting

Can you send it to me one more time before posting? I need to check something.

Sent from my iPhone

On Jun 2, 2020, at 11:56 AM, Borman, Elizabeth <eeborman@urbanaillinois.us> wrote:

?

I've just reached out to Femi and asked her to update you on the position's status.

---

From: Marlin, Diane <dwmarlin@urbanaillinois.us>  
Sent: Tuesday, June 02, 2020 11:52 AM  
To: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Subject: Community Outreach Coordinator posting

Do we have a date for this posting? Just trying to keep tabs so I can share with the community.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

<image001.jpg>

---

From: Borman, Elizabeth  
Sent: Wednesday, June 03, 2020 10:30:31 PM  
To: Fletcher, Femi

Subject: Fw: Community Outreach Coordinator posting

Please and thank you. :)

---

From: Marlin, Diane  
Sent: Wednesday, June 3, 2020 5:41 PM  
To: Borman, Elizabeth  
Subject: Re: Community Outreach Coordinator posting

Can you send it to me one more time before posting? I need to check something.

Sent from my iPhone

On Jun 2, 2020, at 11:56 AM, Borman, Elizabeth <eeborman@urbanaillinois.us> wrote:

I've just reached out to Femi and asked her to update you on the position's status.

---

From: Marlin, Diane <dwmarlin@urbanaillinois.us>  
Sent: Tuesday, June 02, 2020 11:52 AM  
To: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Subject: Community Outreach Coordinator posting

Do we have a date for this posting? Just trying to keep tabs so I can share with the community.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[<image001.jpg>](#)

---

Sent: Wednesday, June 03, 2020 10:56:54 AM  
To: Borman, Elizabeth (eeborman@urbanaillinois.us)  
Subject: Quick Question

Liz,

I'm finalizing application question for the Community Outreach Coordinator position, and in the job description, one of the minimum qualifications reads "Four 4 [years of] experience in law enforcement, public relations, education, social work, journalism, or a related field.

I'm struggling with how/whether to score education. A bachelor's degree is preferred, and also with o

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaillinois.us/jobs

---

From: Borman, Elizabeth  
Sent: Tuesday, June 02, 2020 4:59:55 PM  
To: Fletcher, Femi  
Subject: RE: RE: Community Outreach Coordinator posting

No worries at all—that's what I'm here for (and it will be nice to see something in my comfort zone for a change!). Have a great evening!

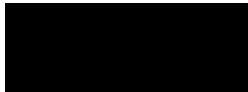
---

From: Fletcher, Femi <fnfletcher@urbanaillinois.us>  
Sent: Tuesday, June 02, 2020 4:59 PM  
To: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Subject: RE: RE: Community Outreach Coordinator posting

I'm going to be sending you a ton of things to review tomorrow morning! LOL (but still kind of sorry because I know you're swamped, too).

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
urbanaininois.us/jobs



---

From: Borman, Elizabeth <[eborman@urbanaininois.us](mailto:eborman@urbanaininois.us)>  
Sent: Tuesday, June 2, 2020 4:56 PM  
To: Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
Subject: RE: RE: Community Outreach Coordinator posting

Thank you so much, Femi. I know you have a lot on your plate, and I sincerely appreciate your efforts on this. If I can help in any way, please don't hesitate to let me know how I can support you.

---

From: Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
Sent: Tuesday, June 02, 2020 3:56 PM  
To: Diane Marlin ( [REDACTED] )  
Cc: Borman, Elizabeth <[eborman@urbanaininois.us](mailto:eborman@urbanaininois.us)>  
Subject: RE: Community Outreach Coordinator posting

Mayor Marlin,

First, I wanted to personally say thank you for your support and hard work during the events over the last few days. It has not gone unnoticed by this employee, at least.

Second, to provide you with an update on the Community Outreach Coordinator posting, I'm working really hard to have it posted by this Friday afternoon (6/5). Per Civil Service Rules, it must remain posted for at least two weeks. As with all postings, the advertisement will be distributed via City email to all users, including City Council.

Please let me know if I can provide you with any other information you'd like to share with the public.

Best,

~F

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaininois.us/jobs



---

From: Borman, Elizabeth  
Sent: Tuesday, June 02, 2020 4:56:09 PM  
To: Fletcher, Femi  
Subject: RE: RE: Community Outreach Coordinator posting

Thank you so much, Femi. I know you have a lot on your plate, and I sincerely appreciate your efforts on this. If I can help in any way, please don't hesitate to let me know how I can support you.

---

From: Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
Sent: Tuesday, June 02, 2020 3:56 PM  
To: Diane Marlin ( [REDACTED] )  
Cc: Borman, Elizabeth <[eborman@urbanaininois.us](mailto:eborman@urbanaininois.us)>  
Subject: RE: Community Outreach Coordinator posting

Mayor Marlin,

First, I wanted to personally say thank you for your support and hard work during the events over the last few days. It has not gone unnoticed by this employee, at least.

Second, to provide you with an update on the Community Outreach Coordinator posting, I'm working really hard to have it posted by this Friday afternoon (6/5). Per Civil Service Rules, it must remain posted for at least two weeks. As with all postings, the advertisement will be distributed via City email to all users, including City Council.

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Best,

~F

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**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
urbanaininois.us/jobs



---

From: Borman, Elizabeth  
Sent: Tuesday, June 02, 2020 11:55:38 AM  
To: Fletcher, Femi  
Subject: FW: Community Outreach Coordinator posting

Hi Femi,

Could you provide Mayor Marlin with an update on the posting?

Thanks,  
Liz

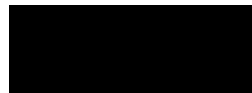
---

From: Marlin, Diane <dwmarlin@urbanaininois.us>  
Sent: Tuesday, June 02, 2020 11:52 AM  
To: Borman, Elizabeth <eeborman@urbanaininois.us>  
Subject: Community Outreach Coordinator posting

Do we have a date for this posting? Just trying to keep tabs so I can share with the community.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

From: Broihahn, Bridget  
Sent: Thursday, April 30, 2020 5:31:52 PM  
To: Borman, Elizabeth; Fletcher, Femi; Collins, Rhonda  
Subject: RE: April Staff Changes

I concur! Thanks so much!

Bridget

Sent from my Sprint Samsung Galaxy S10

----- Original message -----

From: "Borman, Elizabeth" <eeborman@urbanaininois.us>  
Date: 4/30/20 5:18 PM (GMT-06:00)  
To: "Fletcher, Femi" <fnfletcher@urbanaininois.us>, "Broihahn, Bridget" <bbbroihahn@urbanaininois.us>, "Collins, Rhonda" <rmcollins@urbanaininois.us>  
Subject: RE: April Staff Changes

I agree with holding off. May is a HUGE month for public employees' recognition holidays, though; if we don't have anything already scheduled, could we use the space to celebrate our front line heroes?

---

From: Fletcher, Femi <fnfletcher@urbanaininois.us>  
Sent: Thursday, April 30, 2020 5:15 PM  
To: Broihahn, Bridget <bbbroihahn@urbanaininois.us>; Collins, Rhonda <rmcollins@urbanaininois.us>  
Cc: Borman, Elizabeth <eeborman@urbanaininois.us>  
Subject: RE: April Staff Changes

I vote that we wait until we have some more updates, especially since Preston is already gone.

**Femi N. Fletcher**  
**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
urbanaininois.us/jobs



---

From: Broihahn, Bridget <bbbroihahn@urbanaininois.us>  
Sent: Thursday, April 30, 2020 5:00 PM  
To: Collins, Rhonda <rmcollins@urbanaininois.us>; Fletcher, Femi <fnfletcher@urbanaininois.us>  
Cc: Borman, Elizabeth <eeborman@urbanaininois.us>  
Subject: Re: April Staff Changes

Do we want to do "April and May Staff Updates?" It may look odd to solely list Preston, especially since he's leaving.

Let me know your thoughts on this!

Bridget

---

From: Collins, Rhonda  
Sent: Thursday, April 30, 2020 4:54 PM  
To: Broihahn, Bridget; Fletcher, Femi  
Subject: RE: April Staff Changes

Bridget, The only thing we have for April is Preston James, Community Outreach Coordinator- Resignation- 4/10/20. We will have more for May.

---

From: Broihahn, Bridget <bbbroihahn@urbanaininois.us>  
Sent: Wednesday, April 29, 2020 4:19 PM  
To: Fletcher, Femi <fnfletcher@urbanaininois.us>; Collins, Rhonda <rmcollins@urbanaininois.us>  
Subject: April Staff Changes

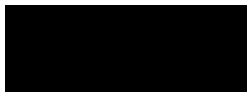
Hey ladies!!

I miss you!

I'm working on the newsletter and need staff changes when you have a minute. I have also been embedding links in the post so people can check our jobs page, too.

Thank you very much for your help!

Bridget Broihahn  
Communications Specialist  
Executive Department | City of Urbana  
217-328-8264



---

From: Borman, Elizabeth  
Sent: Thursday, April 30, 2020 5:18:15 PM  
To: Fletcher, Femi; Broihahn, Bridget; Collins, Rhonda  
Subject: RE: April Staff Changes

I agree with holding off. May is a HUGE month for public employees' recognition holidays, though; if we don't have anything already scheduled, could we use the space to celebrate our front line heroes?

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From: Fletcher, Femi <fnfletcher@urbanaininois.us>  
Sent: Thursday, April 30, 2020 5:15 PM



To: Broihahn, Bridget <[bbbroihahn@urbanailinois.us](mailto:bbbroihahn@urbanailinois.us)>; Collins, Rhonda <[rmcollins@urbanailinois.us](mailto:rmcollins@urbanailinois.us)>  
Cc: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
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**HR Generalist**

Human Resources | City of Urbana  
P 217.3842451 | F 217.328.8288  
[urbanailinois.us/jobs](http://urbanailinois.us/jobs)



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From: Broihahn, Bridget <[bbbroihahn@urbanailinois.us](mailto:bbbroihahn@urbanailinois.us)>  
Sent: Thursday, April 30, 2020 5:00 PM  
To: Collins, Rhonda <[rmcollins@urbanailinois.us](mailto:rmcollins@urbanailinois.us)>; Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>  
Cc: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
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Sent: Wednesday, April 29, 2020 4:19 PM  
To: Fletcher, Femi <[fnfletcher@urbanailinois.us](mailto:fnfletcher@urbanailinois.us)>; Collins, Rhonda <[rmcollins@urbanailinois.us](mailto:rmcollins@urbanailinois.us)>  
Subject: April Staff Changes

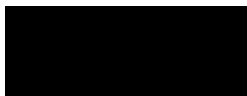
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Bridget Broihahn  
Communications Specialist  
Executive Department | City of Urbana  
217-328-8264



---

From: Broihahn, Bridget  
Sent: Thursday, April 30, 2020 5:00:16 PM  
To: Collins, Rhonda; Fletcher, Femi  
Cc: Borman, Elizabeth  
Subject: Re: April Staff Changes

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Let me know your thoughts on this!

Bridget

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**From:** Collins, Rhonda  
**Sent:** Thursday, April 30, 2020 4:54 PM  
**To:** Broihahn, Bridget; Fletcher, Femi  
**Subject:** RE: April Staff Changes

Bridget, The only thing we have for April is Preston James, Community Outreach Coordinator- Resignation- 4/10/20. We will have more for May.

---

**From:** Broihahn, Bridget <bbbroihahn@urbanailinois.us>  
**Sent:** Wednesday, April 29, 2020 4:19 PM  
**To:** Fletcher, Femi <fnfletcher@urbanailinois.us>; Collins, Rhonda <rmcollins@urbanailinois.us>  
**Subject:** April Staff Changes

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**Bridget Broihahn**  
Communications Specialist  
Executive Department | City of Urbana  
217-328-8264



---

**From:** Collins, Rhonda  
**Sent:** Thursday, April 30, 2020 4:54:36 PM  
**To:** Broihahn, Bridget; Fletcher, Femi  
**Subject:** RE: April Staff Changes

Bridget, The only thing we have for April is Preston James, Community Outreach Coordinator- Resignation- 4/10/20. We will have more for May.

---

**From:** Broihahn, Bridget <bbbroihahn@urbanailinois.us>  
**Sent:** Wednesday, April 29, 2020 4:19 PM  
**To:** Fletcher, Femi <fnfletcher@urbanailinois.us>; Collins, Rhonda <rmcollins@urbanailinois.us>  
**Subject:** April Staff Changes

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Communications Specialist  
Executive Department | City of Urbana  
217-328-8264



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[REDACTED]

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**Femi N. Fletcher**  
**Human Resources Generalist**  
400 South Vine Street  
Urbana, Illinois 61801  
P 217.384.2451 | F 217.328.8288

<image003.png>

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**Femi N. Fletcher**  
**Human Resources Generalist**  
400 South Vine Street  
Urbana, Illinois 61801  
P 217.384.2451 | F 217.328.8288



To: Fletcher, Femi  
Subject: Community Engagement Coordinator: Supplemental Questionnaire

Good evening,

I am honored to have my application moved to the next step of the selection process. I have attached my answers to the supplemental questionnaire for review. Please let me know if you have any questions or need additional information.

I look forward to hearing from you soon.

---

From: Borman, Elizabeth  
Sent: Wednesday, September 23, 2020 4:35:33 PM  
To: Mitten, Carol; Marlin, Diane; Hannan, Elizabeth  
Subject: RE: Human Relations position

Excellent! Elizabeth is getting ready to sign.

---

From: Mitten, Carol <cjmitten@urbanainllinois.us>  
Sent: Wednesday, September 23, 2020 4:34 PM  
To: Borman, Elizabeth <eeborman@urbanainllinois.us>; Marlin, Diane <dwmalin@urbanainllinois.us>; Hannan, Elizabeth <eahannan@urbanainllinois.us>  
Subject: RE: Human Relations position

Liz:

I think this is ready to go. Who should sign?

Thanks,

Carol

---

From: Borman, Elizabeth <eeborman@urbanainllinois.us>  
Sent: Monday, September 21, 2020 2:06 PM  
To: Marlin, Diane <dwmalin@urbanainllinois.us>; Mitten, Carol <cjmitten@urbanainllinois.us>; Hannan, Elizabeth <eahannan@urbanainllinois.us>  
Subject: FW: Human Relations position

Good afternoon all,

Please find the GovHR proposal for HREO outreach attached.

Thanks,  
Liz

From: Laurie Pederson <lpederson@govhrusa.com>  
Sent: Monday, September 21, 2020 8:08 AM  
To: Mike Earl <mearl@govhrusa.com>  
Cc: Borman, Elizabeth <eeborman@urbanainllinois.us>  
Subject: Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!  
Laurie

---

From: Fletcher, Femi  
Sent: Wednesday, January 29, 2020 10:57:26 AM  
To: Fletcher, Femi  
Subject: Position Report.xlsx

---

From: Mitten, Carol  
Sent: Wednesday, September 23, 2020 4:34:00 PM  
To: Borman, Elizabeth; Marlin, Diane; Hannan, Elizabeth  
Subject: RE: Human Relations position

Liz:

I think this is ready to go. Who should sign?

Thanks,

Carol

---

From: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Sent: Monday, September 21, 2020 2:06 PM  
To: Marlin, Diane <dwmalin@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>; Hannan, Elizabeth <eahannan@urbanaillinois.us>  
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Cc: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Subject: Re: Human Relations position

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Have a great day!  
Laurie

---

From: Borman, Elizabeth  
Sent: Wednesday, September 23, 2020 3:03:38 PM  
To: Hannan, Elizabeth  
Subject: RE: Cabinet Meeting

I don't typically, but I'm not sure it's on anyone's radar. Femi initiated his PARF.

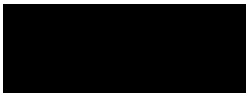
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From: Hannan, Elizabeth <eahannan@urbanaillinois.us>  
Sent: Wednesday, September 23, 2020 3:02 PM  
To: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Subject: RE: Cabinet Meeting

Do you usually do that?? (Just curious.)

As far as I know, just the HRO drive, but he is reporting to Carol, so she may want him to have other info. Carol should approve it.

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: Borman, Elizabeth <eeborman@urbanaillinois.us>  
Sent: Wednesday, September 23, 2020 3:00 PM  
To: Hannan, Elizabeth <eahannan@urbanaillinois.us>  
Subject: FW: Cabinet Meeting

I can initiate the Access Request Form for Lemond (although I know you or Carol will need to approve it). Are there special folders and/or software that he will need access to?

---

From: Hannan, Elizabeth <eahannan@urbanaillinois.us>  
Sent: Tuesday, September 22, 2020 11:20 AM  
To: Borman, Elizabeth <eeborman@urbanaillinois.us>; Brooks, Michelle <mebrooks@urbanaillinois.us>; Ho, Don <dgho@urbanaillinois.us>; Francisco, Kris <kfrancisco@urbanaillinois.us>  
Subject: Cabinet Meeting

A couple of things to know –

Lemond Peppers will start as Community Engagement Coordinator on Monday. He is coming from the Urbana School District. This is a new title for Preston's position. We will begin recruiting for Human Rights and Equity Officer (Vacellia's position), which will now be full-time. Also, expect an announcement soon about an interim public works director.

I gave an update on the class and comp study, and asked department heads to share with their non-union staff. I will share this with you at our staff meeting and we can talk about how to share with your own staff, for those of you that have staff that are affected by this. This is something that is best done with a personal touch, I think, rather than an email to a large group.

Elizabeth

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: Borman, Elizabeth  
Sent: Wednesday, September 23, 2020 3:00:21 PM  
To: Hannan, Elizabeth  
Subject: FW: Cabinet Meeting

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---

From: Hannan, Elizabeth <eahannan@urbanaininois.us>  
Sent: Tuesday, September 22, 2020 11:20 AM  
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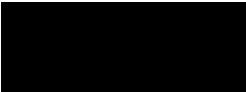
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Elizabeth

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: Borman, Elizabeth  
Sent: Wednesday, September 23, 2020 2:16:13 PM  
To: Hannan, Elizabeth  
Subject: RE: Human Relations position

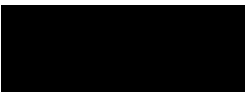
Do you want to sign the contract or should Carol?

---

From: Hannan, Elizabeth <eahannan@urbanaininois.us>  
Sent: Tuesday, September 22, 2020 5:45 PM  
To: Borman, Elizabeth <eeborman@urbanaininois.us>  
Subject: RE: Human Relations position

OK by me.

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

From: Borman, Elizabeth <eeborman@urbanaininois.us>  
Sent: Tuesday, September 22, 2020 5:11 PM  
To: Hannan, Elizabeth <eahannan@urbanaininois.us>  
Subject: RE: Human Relations position

I would expect that a significant portion of outreach would be dedicated to diverse audiences (e.g., National Forum for Black Public Administrators). In the past when we've worked with outside recruiting firms, we've made sure their recruitment plan has included the sources we've identified as key.

---

From: Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
Sent: Monday, September 21, 2020 2:08 PM  
To: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
Subject: RE: Human Relations position

Is there anything specific they can do to reach out to applicants with diverse backgrounds?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

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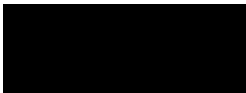
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From: Borman, Elizabeth  
Sent: Monday, September 21, 2020 2:05:57 PM  
To: Marlin, Diane; Mitten, Carol; Hannan, Elizabeth  
Subject: FW: Human Relations position

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Liz

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Laurie

---

From: Borman, Elizabeth  
Sent: Thursday, August 27, 2020 1:23:10 PM  
To: Marlin, Diane; Mitten, Carol; Hannan, Elizabeth  
Subject: HREO Job Description and Salary ?

Good afternoon all,

A few more edit suggestions for the HREO position are attached.

[REDACTED]

Thank you,  
Liz

---

From: Marlin, Diane  
Sent: Thursday, July 16, 2020 9:52:45 AM  
To: Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth; Clark, Vacellia  
Subject: PS: RE: Office of Equity and Human Rights

Iowa City has about 80,000 people, about the size of Champaign.



Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



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**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:44 AM  
**To:** Borman, Elizabeth <eborman@urbanaininois.us>; Mitten, Carol <cjmitten@urbanaininois.us>; Hannan, Elizabeth <eahannan@urbanaininois.us>; Clark, Vacellia <vpclark@urbanaininois.us>  
**Subject:** Office of Equity and Human Rights

Iowa City has an Office of Equity and Human Rights, with [a very ambitious plan](#) to address systemic racism and to reform policing.

“Human Rights and Equity Officer” vs “Human Relations Officer” for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

<https://www.icgov.org/city-government/departments-and-divisions/equity-and-human-rights>

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:44:01 AM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth; Clark, Vacellia  
**Subject:** Office of Equity and Human Rights

Iowa City has an Office of Equity and Human Rights, with [a very ambitious plan](#) to address systemic racism and to reform policing.

“Human Rights and Equity Officer” vs “Human Relations Officer” for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

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Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**From:** Borman, Elizabeth  
**Sent:** Thursday, May 21, 2020 10:51:03 AM  
**To:** Seraphin, Bryant; Marlin, Diane; Hannan, Elizabeth; Mitten, Carol  
**Subject:** RE: Revisions to Community Outreach Coordinator

Yes, exactly.

**From:** Seraphin, Bryant <seraphbd@urbanaillinois.us>  
**Sent:** Thursday, May 21, 2020 10:49 AM

To: Borman, Elizabeth <eeborman@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>  
Subject: RE: Revisions to Community Outreach Coordinator

I am not sure I fully understand this paragraph:

- o *Substitutions:* A master's degree in a related field may substitute for one year of the required experience. Additional experience may be substituted for the education requirement on a year-for-year basis.

Is this saying that with four years of experience, someone wouldn't need a 4-year bachelor's degree?

---

From: Borman, Elizabeth <eeborman@urbanailinois.us>  
Sent: Wednesday, May 20, 2020 12:41 PM  
To: Marlin, Diane <dwmarlin@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>  
Subject: RE: Revisions to Community Outreach Coordinator

[REDACTED]

From: Marlin, Diane <dwmarlin@urbanailinois.us>  
Sent: Tuesday, May 19, 2020 5:39 PM  
To: Hannan, Elizabeth <eahannan@urbanailinois.us>; Borman, Elizabeth <eeborman@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>  
Subject: comments from Tracy P. on PD

See below. [REDACTED] Can you incorporate them. I agree that a BS should be required.

**Diane Wolfe Marlin**  
Mayor  
  
City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
[REDACTED]

From: Tracy Parsons <tracy.parsons@champaignil.gov>  
Sent: Tuesday, May 19, 2020 4:58 PM  
To: Marlin, Diane <dwmarlin@urbanailinois.us>  
Subject: Re: DRAFT AND CONFIDENTIAL: position description

Hello Mayor,

Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.

A couple of thoughts. [REDACTED]

Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

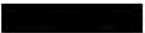
Tracy

From: Marlin, Diane <dwmarlin@urbanailinois.us>  
Sent: Friday, May 15, 2020 11:04 AM  
To: Tracy Parsons <tracy.parsons@champaignil.gov>  
Subject: DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Seraphin, Bryant  
**Sent:** Thursday, May 21, 2020 10:48:32 AM  
**To:** Borman, Elizabeth; Marlin, Diane; Hannan, Elizabeth; Mitten, Carol  
**Subject:** RE: Revisions to Community Outreach Coordinator

I am not sure I fully understand this paragraph:

*Substitutions: A master's degree in a related field may substitute for one year of the required experience. Additional experience may be substituted for the education requirement on a year-for-year basis.*

Is this saying that with four years of experience, someone wouldn't need a 4-year bachelor's degree?

**From:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Sent:** Wednesday, May 20, 2020 12:41 PM  
**To:** Marlin, Diane <dwmarlin@urbanaillinois.us>; Hannan, Elizabeth <eahannan@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>; Seraphin, Bryant <seraphbd@urbanaillinois.us>  
**Subject:** RE: Revisions to Community Outreach Coordinator

Thank you, Mayor.   
  
  
  




**From:** Marlin, Diane <[dwmalin@urbanaininois.us](mailto:dwmalin@urbanaininois.us)>

**Sent:** Tuesday, May 19, 2020 5:39 PM

**To:** Hannan, Elizabeth <[eahannan@urbanaininois.us](mailto:eahannan@urbanaininois.us)>; Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>; Mitten, Carol <[cjmitten@urbanaininois.us](mailto:cjmitten@urbanaininois.us)>; Seraphin, Bryant <[seraphbd@urbanaininois.us](mailto:seraphbd@urbanaininois.us)>

**Subject:** comments from Tracy P. on PD

See below. [REDACTED]. Can you incorporate them. [REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

**From:** Tracy Parsons <[tracy.parsons@champaignil.gov](mailto:tracy.parsons@champaignil.gov)>

**Sent:** Tuesday, May 19, 2020 4:58 PM

**To:** Marlin, Diane <[dwmalin@urbanaininois.us](mailto:dwmalin@urbanaininois.us)>

**Subject:** Re: DRAFT AND CONFIDENTIAL: position description

Hello Mayor,

Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.

A couple of thoughts. [REDACTED]

Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

Tracy

**From:** Marlin, Diane <[dwmalin@urbanaininois.us](mailto:dwmalin@urbanaininois.us)>

**Sent:** Friday, May 15, 2020 11:04 AM

**To:** Tracy Parsons <[tracy.parsons@champaignil.gov](mailto:tracy.parsons@champaignil.gov)>

**Subject:** DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 20, 2020 12:40:32 PM  
**To:** Marlin, Diane; Hannan, Elizabeth; Mitten, Carol; Seraphin, Bryant  
**Subject:** RE: Revisions to Community Outreach Coordinator

Thank you, Mayor. Revisions are incorporated, with a couple of questions/comments:

[Redacted]

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Tuesday, May 19, 2020 5:39 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>; Borman, Elizabeth <eeborman@urbanaininois.us>; Mitten, Carol <cjmitten@urbanaininois.us>; Seraphin, Bryant <seraphbd@urbanaininois.us>  
**Subject:** comments from Tracy P. on PD

See below. [Redacted] Can you incorporate them. [Redacted]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[Redacted]

**From:** Tracy Parsons <tracy.parsons@champaignil.gov>  
**Sent:** Tuesday, May 19, 2020 4:58 PM  
**To:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Subject:** Re: DRAFT AND CONFIDENTIAL: position description

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Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.

[Redacted]

Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

Tracy

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Friday, May 15, 2020 11:04 AM

To: Tracy Parsons <tracy.parsons@champaignil.gov>  
Subject: DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Borman, Elizabeth  
**Sent:** Friday, May 15, 2020 1:43:08 PM  
**To:** Marlin, Diane; Brickman Levy, Kathryn; Seraphin, Bryant; Hannan, Elizabeth; Mitten, Carol; Clark, Vacellia  
**Subject:** RE: position description

All,  
The Community Outreach Coordinator job description with suggested changes is attached; one version shows all of the comments and the other (clean version) is with the changes accepted.

Many thanks,  
Liz

**From:** Marlin, Diane <dwmalin@urbanaillinois.us>  
**Sent:** Friday, May 15, 2020 10:35 AM  
**To:** Brickman Levy, Kathryn <klbrickmanlevy@urbanaillinois.us>; Seraphin, Bryant <seraphbd@urbanaillinois.us>; Hannan, Elizabeth <eahannan@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>; Borman, Elizabeth <eeborman@urbanaillinois.us>; Clark, Vacellia <vpclark@urbanaillinois.us>  
**Subject:** RE: position description

Liz, can you incorporate Bryant's suggestions and send out the latest version? I need to share with Tracy Parsons for feedback. Thank you! Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



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**From:** Brickman Levy, Kathryn <[klbrickmanlevy@urbanailinois.us](mailto:klbrickmanlevy@urbanailinois.us)>  
**Sent:** Friday, May 15, 2020 9:57 AM  
**To:** Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>  
**Subject:** RE: position description

Liz -  
I am sliding under your door.


**Kate Levy**  
EA to the Mayor and City Administrator  
Deputy Local Liquor Commissioner

400 S Vine St | Urbana IL 61801  
217.384.2456




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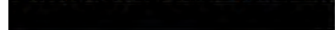
**From:** Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>  
**Sent:** Thursday, May 14, 2020 5:23 PM  
**To:** Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>  
**Cc:** Brickman Levy, Kathryn <[klbrickmanlevy@urbanailinois.us](mailto:klbrickmanlevy@urbanailinois.us)>  
**Subject:** RE: position description

I had a couple of very minor tweaks on the description that I wrote in pencil on a hardcopy and gave to Kate. 



**From:** Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Sent:** Thursday, May 14, 2020 12:05 PM  
**To:** Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>  
**Subject:** position description

A couple of edits. Haven't heard from Bryant yet....but 



**Diane Wolfe Marlin**  
Mayor

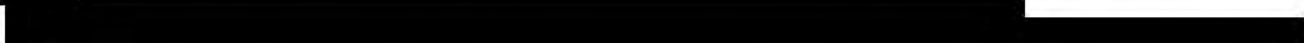
City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Mitten, Carol  
**Sent:** Wednesday, May 13, 2020 3:51:56 PM  
**To:** Borman, Elizabeth; Hannan, Elizabeth; Marlin, Diane  
**Subject:** RE: Community Outreach Coordinator Job Description

See suggested adds below (in red).

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description





[REDACTED]

**From:** Mitten, Carol <cjmitten@urbanaininois.us>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>; Marlin, Diane <dwmarlin@urbanaininois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <eahannan@urbanaininois.us>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmarlin@urbanaininois.us>; Mitten, Carol <cjmitten@urbanaininois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

**From:** Clark, Vacellia  
**Sent:** Tuesday, May 12, 2020 6:10:42 PM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach Coordinator (2020) DRAFT

This is an excellent job description and it sounds like a great job.

[REDACTED]

Vacellia

Sent from my iPhone

On May 12, 2020, at 2:37 PM, Hannan, Elizabeth <eahannan@urbanaininois.us> wrote:

Vacellia – Please add your comments in “track changes” mode and get this back to me as soon as possible. Thanks!  
<Community Outreach Coordinator (2020) DRAFT.docx>

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 13, 2020 3:02:44 PM  
**To:** Mitten, Carol; Hannan, Elizabeth; Marlin, Diane  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[REDACTED]

**From:** Mitten, Carol <cjmitten@urbanaininois.us>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>; Marlin, Diane <dwmarlin@urbanaininois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <[dwmalin@urbanaillinois.us](mailto:dwmalin@urbanaillinois.us)>; Mitten, Carol <[cjmitten@urbanaillinois.us](mailto:cjmitten@urbanaillinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

---

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 13, 2020 11:50:26 AM  
**To:** Hannan, Elizabeth  
**Subject:** RE: Community Outreach Coordinator (2020) DRAFT

[REDACTED]

**From:** Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 7:56 AM  
**To:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>  
**Subject:** Community Outreach Coordinator (2020) DRAFT  
**Importance:** High

Liz – Here is a draft of the updated Community Outreach Coordinator job description. I would like to get this to the Mayor tomorrow, if possible. Can you please mark up with suggested changes. I have noted that we need to review the classification. If you want a little more time on that, I'll just make sure the Mayor is aware that we're working on it. Or, if you can make a quick suggestion, that works too.

This is in the HR drive under job descriptions, so please do your markups there and let me know when I can have another look and send to Diane.

Thanks!

**From:** Mitten, Carol  
**Sent:** Wednesday, May 13, 2020 2:01:38 PM  
**To:** Hannan, Elizabeth; Marlin, Diane  
**Cc:** Borman, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <[dwmalin@urbanaillinois.us](mailto:dwmalin@urbanaillinois.us)>; Mitten, Carol <[cjmitten@urbanaillinois.us](mailto:cjmitten@urbanaillinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 13, 2020 3:51:35 PM  
**To:** Marlin, Diane; Mitten, Carol; Hannan, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Marlin, Diane <[dwmalin@urbanaillinois.us](mailto:dwmalin@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:04 PM  
**To:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>; Mitten, Carol <[cjmitten@urbanaillinois.us](mailto:cjmitten@urbanaillinois.us)>; Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

This person also has to be able to work inside the schools.  
And, this person has to be able to staff CPRB, right? Or will that be assigned to someone else?

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

**From:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <[cjmitten@urbanaillinois.us](mailto:cjmitten@urbanaillinois.us)>; Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>; Marlin, Diane <[dwmartin@urbanaillinois.us](mailto:dwmartin@urbanaillinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Mitten, Carol <[cjmitten@urbanaillinois.us](mailto:cjmitten@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>; Marlin, Diane <[dwmartin@urbanaillinois.us](mailto:dwmartin@urbanaillinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <[eahannan@urbanaillinois.us](mailto:eahannan@urbanaillinois.us)>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <[dwmartin@urbanaillinois.us](mailto:dwmartin@urbanaillinois.us)>; Mitten, Carol <[cjmitten@urbanaillinois.us](mailto:cjmitten@urbanaillinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 13, 2020 8:19:59 AM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach Coordinator (2020) DRAFT

I'll work on this and try to have a draft completed by this afternoon.

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 13, 2020 7:55 AM  
**To:** Borman, Elizabeth  
**Subject:** Community Outreach Coordinator (2020) DRAFT

Liz – Here is a draft of the updated Community Outreach Coordinator job description. I would like to get this to the Mayor tomorrow, if possible. Can you please mark up with suggested changes. I have noted that we need to review the classification. If you want a little more time on that, I'll just make sure the Mayor is aware that we're working on it. Or, if you can make a quick suggestion, that works too.

This is in the HR drive under job descriptions, so please do your markups there and let me know when I can have another look and send to Diane.

Thanks!

**From:** Marlin, Diane  
**Sent:** Wednesday, May 13, 2020 3:04:21 PM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

This person also has to be able to work inside the schools.  
And, this person has to be able to staff CPRB, right? Or will that be assigned to someone else?

Diane Wolfe Marlin

Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

**From:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <cjmitten@urbanaillinois.us>; Hannan, Elizabeth <eahannan@urbanaillinois.us>; Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[REDACTED]

[REDACTED]

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**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaillinois.us>; Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <eahannan@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmarlin@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

**From:** Clark, Vacellia  
**Sent:** Tuesday, May 12, 2020 2:39:34 PM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach Coordinator (2020) DRAFT

Ok! Ill get it back to you tomorrow morning by 10am. Thanks, Elizabeth!

Sent from my iPhone

On May 12, 2020, at 2:37 PM, Hannan, Elizabeth <eahannan@urbanaillinois.us> wrote:

Vacellia – Please add your comments in “track changes” mode and get this back to me as soon as possible. Thanks!  
<Community Outreach Coordinator (2020) DRAFT.docx>

**From:** Marlin, Diane  
**Sent:** Wednesday, May 06, 2020 11:33:49 AM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach coordinator job description

Will do. This job evolved in Urbana from when it was written....and now the focus is very much on youth, as well as police-community relations.

Diane Wolfe Marlin  
Mayor

*Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456*

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:32 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

You might also ask if he can share similar job descriptions from Champaign.

**Elizabeth Hannan**  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Wednesday, May 06, 2020 11:31 AM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>  
**Subject:** Re: Community Outreach coordinator job description

Yes, that will work.


I can ask Tracy to send his thoughts in now without seeing the document...he has been in close contact with Preston, so there may not be anything new, but just in case he has ideas, I want to get them. Tracy also has some suggestions for potential candidates for the job.

*Diane Wolfe Marlin  
Mayor*

*Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456*

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:14 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

 Is it OK if I get to that next week?

**Elizabeth Hannan**  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Wednesday, May 06, 2020 10:07 AM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>  
**Subject:** Community Outreach coordinator job description

Liz sent me Preston's job description. We need to get the search underway ASAP for this position. I know the job evolved over time, so the job description needs to be updated and I understand Preston/Bryant provided some info in that regard. The big change needs to be the focus on youth outreach.

My question: Can I share this job description with Tracy Parsons of the Community Coalition for his input or is it an HR document that needs to remain internal? Don't want to share something I shouldn't.

*Diane Wolfe Marlin  
Mayor*

*Urbana City Building  
400 S Vine St*

Urbana, IL 61801  
217-384-2456

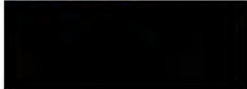
---

**From:** Marlin, Diane  
**Sent:** Wednesday, May 13, 2020 3:26:27 PM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

I also sent it to Bryant since police work closely with this person.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <cjmitten@urbanaillinois.us>; Hannan, Elizabeth <eahannan@urbanaillinois.us>; Marlin, Diane <dwmartin@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[Redacted]

[Redacted]

**From:** Mitten, Carol <cjmitten@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaillinois.us>; Marlin, Diane <dwmartin@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

[Redacted]

**From:** Hannan, Elizabeth <eahannan@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmartin@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

**From:** Marlin, Diane  
**Sent:** Wednesday, May 06, 2020 12:56:06 PM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach coordinator job description

Not surprising, considering the circumstances surrounding how our position was created.

**Diane Wolfe Marlin**  
Mayor

Urbana City Building  
400 S Vine St  
Urbana, IL 61801

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 12:27 PM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

It's interesting that the closest thing to this is a position funded by the school district in Champaign.

**Elizabeth Hannan**  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Marlin, Diane <[dwmardin@urbanainllinois.us](mailto:dwmardin@urbanainllinois.us)>  
**Sent:** Wednesday, May 06, 2020 11:56 AM  
**To:** Hannan, Elizabeth <[eahannan@urbanainllinois.us](mailto:eahannan@urbanainllinois.us)>  
**Subject:** Re: Community Outreach coordinator job description

Tracy says the closest position would be the coordinator for the "Goal Getters", which is based in Champaign Unit 4, not in the city of Champaign.

*Diane Wolfe Marlin*  
Mayor

*Urbana City Building*  
400 S Vine St  
Urbana, IL 61801  
217-384-2456

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:32 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

You might also ask if he can share similar job descriptions from Champaign.

**Elizabeth Hannan**  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Marlin, Diane <[dwmardin@urbanainllinois.us](mailto:dwmardin@urbanainllinois.us)>  
**Sent:** Wednesday, May 06, 2020 11:31 AM  
**To:** Hannan, Elizabeth <[eahannan@urbanainllinois.us](mailto:eahannan@urbanainllinois.us)>  
**Subject:** Re: Community Outreach coordinator job description

Yes, that will work.

I can ask Tracy to send his thoughts in now without seeing the document...he has been in close contact with Preston, so there may not be anything new, but just in case he has ideas, I want to get them. Tracy also has some suggestions for potential candidates for the job.

*Diane Wolfe Marlin*  
Mayor

*Urbana City Building*  
400 S Vine St  
Urbana, IL 61801  
217-384-2456

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:14 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

[REDACTED] Is it OK if I get to that next week?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Wednesday, May 06, 2020 10:07 AM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>  
**Subject:** Community Outreach coordinator job description

Liz sent me Preston's job description. We need to get the search underway ASAP for this position. I know the job evolved over time, so the job description needs to be updated and I understand Preston/Bryant provided some info in that regard. The big change needs to be the focus on youth outreach.

My question: Can I share this job description with Tracy Parsons of the Community Coalition for his input or is it an HR document that needs to remain internal? Don't want to share something I shouldn't.

*Diane Wolfe Marlin  
Mayor*

*Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456*

**From:** Marlin, Diane  
**Sent:** Wednesday, May 06, 2020 11:56:25 AM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach coordinator job description

Tracy says the closest position would be the coordinator for the "Goal Getters", which is based in Champaign Unit 4, not in the city of Champaign.

*Diane Wolfe Marlin  
Mayor*

*Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456*

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:32 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

You might also ask if he can share similar job descriptions from Champaign.

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Wednesday, May 06, 2020 11:31 AM



To: Hannan, Elizabeth <eahannan@urbanainllinois.us>  
Subject: Re: Community Outreach coordinator job description

Yes, that will work.

I can ask Tracy to send his thoughts in now without seeing the document...he has been in close contact with Preston, so there may not be anything new, but just in case he has ideas, I want to get them. Tracy also has some suggestions for potential candidates for the job.

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Mayor

*Urbana City Building*  
400 S Vine St  
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217-384-2456

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:14 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

[REDACTED] Is it OK if I get to that next week?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368

**From:** Marlin, Diane <dwmarlin@urbanainllinois.us>  
**Sent:** Wednesday, May 06, 2020 10:07 AM  
**To:** Hannan, Elizabeth <eahannan@urbanainllinois.us>  
**Subject:** Community Outreach coordinator job description

Liz sent me Preston's job description. We need to get the search underway ASAP for this position. I know the job evolved over time, so the job description needs to be updated and I understand Preston/Bryant provided some info in that regard. The big change needs to be the focus on youth outreach.

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*Diane Wolfe Marlin*  
Mayor

*Urbana City Building*  
400 S Vine St  
Urbana, IL 61801  
217-384-2456

**From:** Marlin, Diane  
**Sent:** Thursday, May 14, 2020 12:04:50 PM  
**To:** Hannan, Elizabeth; Mitten, Carol; Borman, Elizabeth; Seraphin, Bryant; Clark, Vacellia  
**Subject:** position description

A couple of edits. [REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

---

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 13, 2020 3:57:22 PM  
**To:** Mitten, Carol; Hannan, Elizabeth; Marlin, Diane  
**Subject:** RE: Community Outreach Coordinator Job Description

Added to the pd; updated version attached.

---

**From:** Mitten, Carol <cjmitten@urbanailinois.us>  
**Sent:** Wednesday, May 13, 2020 3:52 PM  
**To:** Borman, Elizabeth <eeborman@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

See suggested adds below (in red).

---

**From:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <cjmitten@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[REDACTED]

[REDACTED]

---

**From:** Mitten, Carol <cjmitten@urbanailinois.us>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

---

**From:** Hannan, Elizabeth <eahannan@urbanailinois.us>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmarlin@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz’s comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

---

**Sent:** Wednesday, May 13, 2020 10:37:22 AM  
**To:** Borman, Elizabeth  
**Subject:** RE: Community Outreach Coordinator (2020) DRAFT

Thanks – don’t feel obligated to try to make it perfect. With everything that’s going on

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Sent:** Wednesday, May 13, 2020 8:20 AM  
**To:** Hannan, Elizabeth <eahannan@urbanailinois.us>  
**Subject:** Re: Community Outreach Coordinator (2020) DRAFT

?I’ll work on this and try to have a draft completed by this afternoon.

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 13, 2020 7:55 AM  
**To:** Borman, Elizabeth  
**Subject:** Community Outreach Coordinator (2020) DRAFT

Liz – Here is a draft of the updated Community Outreach Coordinator job description. I would like to get this to the Mayor tomorrow, if possible. Can you please mark up with suggested changes. I have noted that we need to review the classification. If you want a little more time on that, I'll just make sure the Mayor is aware that we're working on it. Or, if you can make a quick suggestion, that works too.

This is in the HR drive under job descriptions, so please do your markups there and let me know when I can have another look and send to Diane.

Thanks!

---

**Sent:** Wednesday, May 06, 2020 12:19:17 PM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

That's interesting

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Marlin, Diane <dwmarlin@urbanainllinois.us>  
**Sent:** Wednesday, May 06, 2020 11:56 AM  
**To:** Hannan, Elizabeth <eahannan@urbanainllinois.us>  
**Subject:** Re: Community Outreach coordinator job description

?Tracy says the closest position would be the coordinator for the "Goal Getters", which is based in Champaign Unit 4, not in the city of Champaign.

*Diane Wolfe Marlin*  
Mayor

*Urbana City Building*  
*400 S Vine St*  
*Urbana, IL 61801*  
*217-384-2456*

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:32 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

You might also ask if he can share similar job descriptions from Champaign.

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Marlin, Diane <dwmarlin@urbanainllinois.us>  
**Sent:** Wednesday, May 06, 2020 11:31 AM  
**To:** Hannan, Elizabeth <eahannan@urbanainllinois.us>  
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*Diane Wolfe Marlin*  
Mayor

*Urbana City Building*  
*400 S Vine St*  
*Urbana, IL 61801*

---

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:14 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

[REDACTED] Is it OK if I get to that next week?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368

**From:** Marlin, Diane <dwmarlin@urbanainline.us>  
**Sent:** Wednesday, May 06, 2020 10:07 AM  
**To:** Hannan, Elizabeth <eahannan@urbanainline.us>  
**Subject:** Community Outreach coordinator job description

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*Diane Wolfe Marlin  
Mayor*

*Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456*

**From:** Marlin, Diane  
**Sent:** Wednesday, May 06, 2020 11:30:37 AM  
**To:** Hannan, Elizabeth  
**Subject:** Re: Community Outreach coordinator job description

Yes, that will work.

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*Diane Wolfe Marlin  
Mayor*

*Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456*

**From:** Hannan, Elizabeth  
**Sent:** Wednesday, May 6, 2020 11:14 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach coordinator job description

[REDACTED] Is it OK if I get to that next week?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368

[REDACTED]

[REDACTED]

Carol

**Carol J. Mitten**  
City Administrator

City of Urbana  
400 S. Vine Street  
Urbana IL 61801  
217.384.2454



**From:** Evan Hensley  
**Sent:** Wednesday, September 23, 2020 7:55:43 PM  
**To:** Mitten, Carol  
**Subject:** Re: [EXT] RE: Media Request

Thank you for answering me. I had been waiting all night and must have it in a show in an hour from now. You may hear from me again soon. Thanks!

**From:** Mitten, Carol <cjmitten@urbanaininois.us>  
**Sent:** Wednesday, September 23, 2020 7:54 PM  
**To:** Evan Hensley <ehensley@sbgvtv.com>  
**Subject:** [EXT] RE: Media Request

**CAUTION:** This email originated from outside of Sinclair. Do not click links or open attachments unless you recognize the sender and know the content is safe.  
Sorry Evan – I don't have access to them right now. My virtual desktop connection to the office isn't working. I hope you found what I said in the meeting useful enough.  
Happy to talk in the morning, although it sounds like that won't work for you.

**From:** Evan Hensley <ehensley@sbgvtv.com>  
**Sent:** Wednesday, September 23, 2020 7:33 PM  
**To:** Mitten, Carol <cjmitten@urbanaininois.us>  
**Subject:** Media Request

Hello Carol,  
This is Evan Hensley with FOX Illinois.

I was wondering if you could send me the job descriptions for the community engagement coordinator and the human rights and equity officer.

I'm trying to run a story tonight on it, if you could send this asap, it would be appreciated.

Thanks,

Evan Hensley

FOX Illinois.

**From:** Evan Hensley  
**Sent:** Wednesday, September 23, 2020 7:33:05 PM  
**To:** Mitten, Carol  
**Subject:** Media Request

Hello Carol,  
This is Evan Hensley with FOX Illinois.

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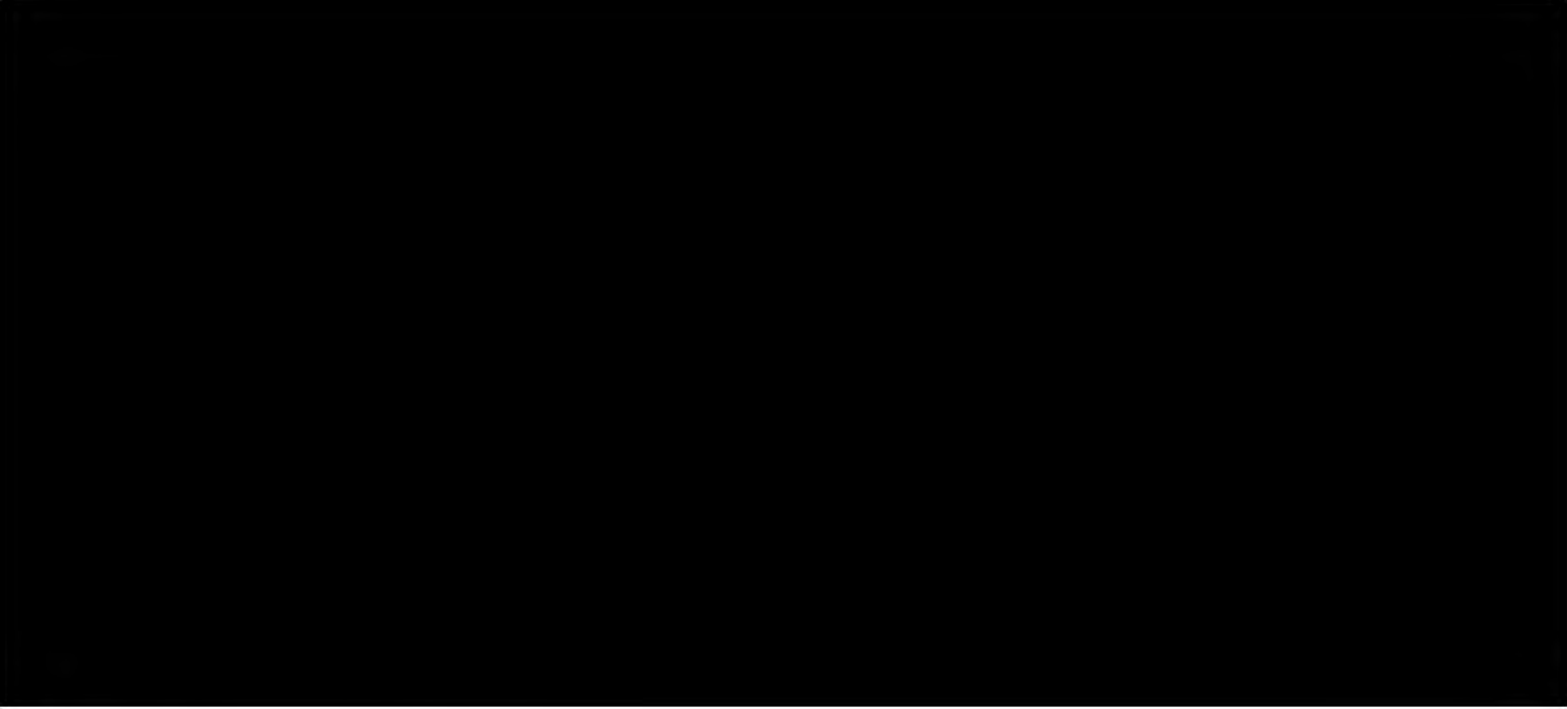
I'm trying to run a story tonight on it, if you could send this asap, it would be appreciated.

Thanks,

Evan Hensley

FOX Illinois.

[REDACTED]



**From:** Marlin, Diane  
**Sent:** Wednesday, September 23, 2020 3:53:22 PM  
**To:** 'Evan Hensley'; Seraphin, Bryant; Smysor, David  
**Cc:** Mitten, Carol  
**Subject:** RE: Media Request

Hi Evan,  
The Community Engagement Coordinator position has been filled. Mr. Lemond Peppers starts on the job on 9/28. One of his job responsibilities will be supporting work of the CPRB. He also will work with the Human Rights and Equity Officer, when that person is hired, and will engage in various community-based activities. The external search for the HREO position will begin soon.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Evan Hensley <ehensley@sbgvtv.com>  
**Sent:** Wednesday, September 23, 2020 3:33 PM  
**To:** Seraphin, Bryant <seraphbd@urbanailinois.us>; Smysor, David <smysordg@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>  
**Subject:** Media Request

Hello,

This is Evan Hensley with FOX Illinois in Champaign.

I will be tuning into tonight's Citizens Police Review Board.


Two things on the agenda include two new positions for the city and the police department.

I was wondering if you could tell me any info about the positions of Community Engagement Coordinator and the Human Rights and Equity Officer.

Are they currently working on being filled? What all will their job entail? Will they assist in some of the holes that are more difficult for the normal Law Enforcement Officer?

Thanks,

Evan Hensley  
FOX Illinois



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Marlin, Diane  
**Sent:** Tuesday, September 22, 2020 4:09:42 PM  
**To:** !City Council  
**Subject:** INTRODUCING: Community Engagement Coordinator

Please do not reply all.

I'm pleased to share the news that S. Lemond Peppers, II will serve as our new Community Engagement Coordinator. Lemond most recently worked as a Student Engagement Advocate at Urbana High School and co-coordinated the Self Made Kingz with Preston James. He has over 20 years of experience in Education, Mental Health Services, Public Relations, and Customer Service and can communicate in conversational Spanish. He has experience as a speech coach; remedial instruction in math, reading, and life skills; addictions counselor and recovery advocate. He holds a Bachelor's Degree from Eastern Illinois University, is a lifelong resident of C-U and has worked in both school districts, numerous churches, and local facilities. Lemond Peppers attended the Ten Shared Principles workshop last week with two of the Self Made Kingz students, so you may have already met him. He starts Monday, September 28.  
Diane

The search for Vacellia Clark's position will be launched in the next few days. This is the full-time Human Rights and Equity Officer (formerly Human Relations Officer)

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
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217.384.2456

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Fletcher, Femi  
**Sent:** Monday, July 20, 2020 5:35:49 PM  
**To:** Mitten, Carol  
**Subject:** Community Eng. Coord\_Tier 1 & Recommended Applicants.xlsx

Carol,  
Here's a spreadsheet with a shortlist. It includes their responses to the application questions for which they were scored (it does not include their work history, education, etc., which is on the actual applications).

I have also sent out a Supplemental Questionnaire to these applicants (questions attached). They have until Friday to respond.

Let me know if you have any questions.

Thanks,

~F

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:44:01 AM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth; Clark, Vacellia  
**Subject:** Office of Equity and Human Rights

Iowa City has an Office of Equity and Human Rights, with a [very ambitious plan](#) to address systemic racism and to reform policing.

"Human Rights and Equity Officer" vs "Human Relations Officer" for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

<https://www.icgov.org/city-government/departments-and-divisions/equity-and-human-rights>



**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
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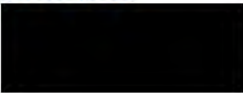
---

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:52:45 AM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth; Clark, Vacellia  
**Subject:** PS: RE: Office of Equity and Human Rights

Iowa City has about 80,000 people, about the size of Champaign.

**Diane Wolfe Marlin**  
Mayor

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---

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:44 AM  
**To:** Borman, Elizabeth <eeborman@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Clark, Vacellia <vpclark@urbanailinois.us>  
**Subject:** Office of Equity and Human Rights

Iowa City has an Office of Equity and Human Rights, with [a very ambitious plan](#) to address systemic racism and to reform policing.


“Human Rights and Equity Officer” vs “Human Relations Officer” for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

<https://www.icgov.org/city-government/departments-and-divisions/equity-and-human-rights>

**Diane Wolfe Marlin**  
Mayor

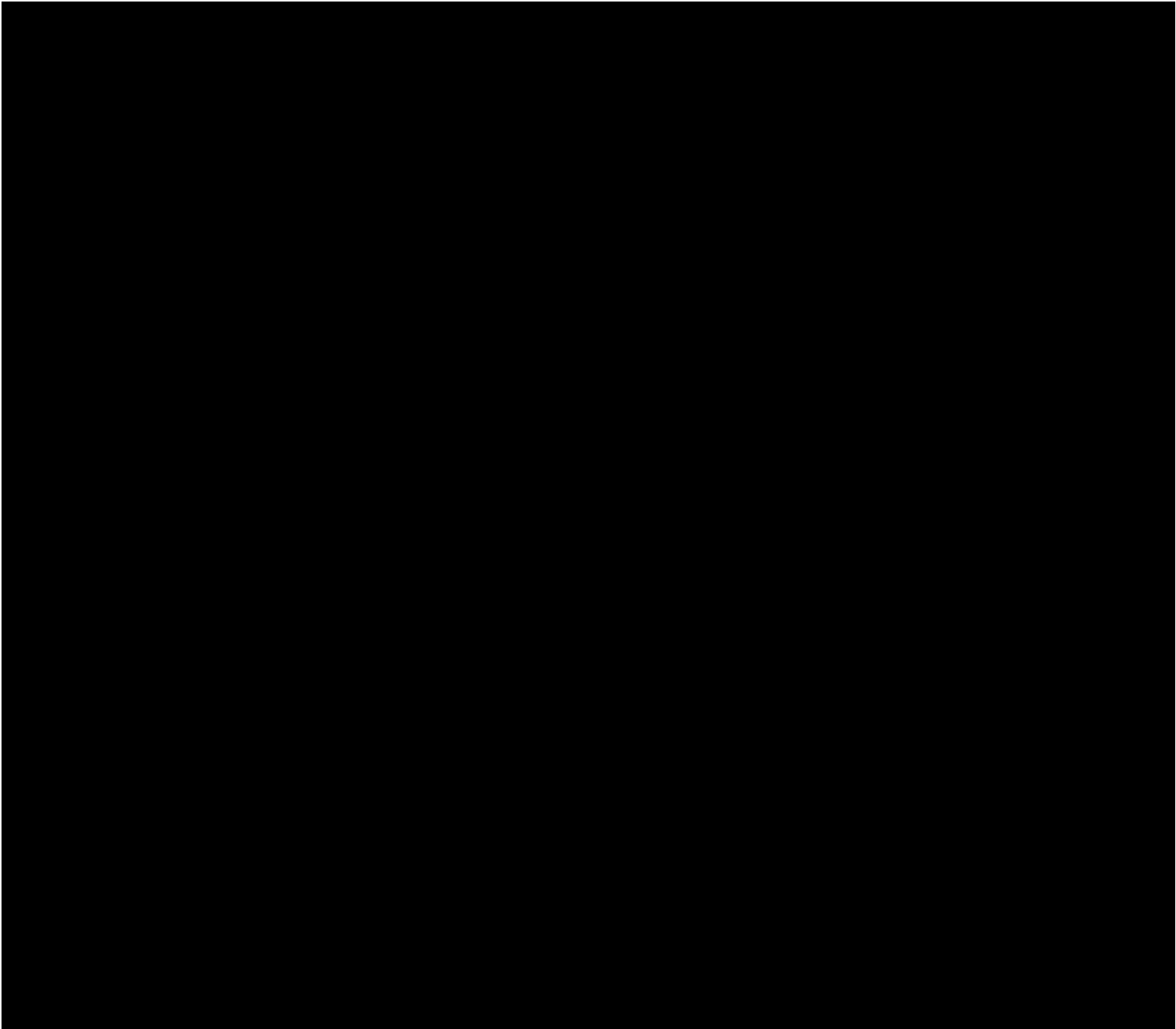
City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456





From: Hannan, Elizabeth  
Sent: Tuesday, March 03, 2020 10:51:55 AM  
To: Clark, Vacellia  
Subject: Community Outreach Coordinator (2016)

Here's the job description we discussed. Please review and use "track changes," then send back to me. I'll look it over and ask Femi to review.



[REDACTED]

**From:** Mitten, Carol  
**Sent:** Wednesday, September 23, 2020 8:03:36 PM  
**To:** 'Evan Hensley'  
**Subject:** RE: [EXT] RE: Media Request

Here is my office phone, if you need to get in touch: 217.384.2454

**From:** Evan Hensley <ehensley@sbgvtv.com>  
**Sent:** Wednesday, September 23, 2020 7:56 PM  
**To:** Mitten, Carol <cjmitten@urbanaillinois.us>  
**Subject:** Re: [EXT] RE: Media Request

Thank you for answering me. I had been waiting all night and must have it in a show in an hour from now. You may here from me again soon. Thanks!

**From:** Mitten, Carol <cjmitten@urbanaillinois.us>  
**Sent:** Wednesday, September 23, 2020 7:54 PM  
**To:** Evan Hensley <ehensley@sbgvtv.com>  
**Subject:** [EXT] RE: Media Request

**CAUTION:** This email originated from outside of Sinclair. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sorry Evan – I don't have access to them right now. My virtual desktop connection to the office isn't working. I hope you found what I said in the meeting useful enough. Happy to talk in the morning, although it sounds like that won't work for you.

**From:** Evan Hensley <ehensley@sbgvtv.com>  
**Sent:** Wednesday, September 23, 2020 7:33 PM  
**To:** Mitten, Carol <cjmitten@urbanaillinois.us>  
**Subject:** Media Request

Hello Carol,  
This is Evan Hensley with FOX Illinois.

In was wondering if you could send me the job descriptions for the community engagement coordinator and the human rights and equity officer.

I'm trying to run a story tonight on it, if you could send this asap, it would be appreciated.

Thanks,

Evan Hensley

FOX Illinois.

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

**From:** Borman, Elizabeth  
**Sent:** Monday, July 06, 2020 1:57:24 PM  
**To:** Fletcher, Femi  
**Subject:** RE: Job Class/Position Control

Hi Femi,

Thank you for doing that. The new positions in HR/Finance should be done, but I will not be the least offended if you want to double-check (I would be most appreciative, actually). Changing the job class number makes complete sense, and I agree that replacing the Outreach Coordinator is the best way to do it.

I also figured out (finally) that you can shorten the position control number to six digits, if you want—it should work if the first three digits are last three of the ORG, and last three digits are the number of positions in that ORG. The spreadsheet titled "PR Setup Table Workbook 11.2" on the [REDACTED] should be up-to-date to help figure that out.

Thanks!  
Liz

**From:** Fletcher, Femi <fnfletcher@urbanaillinois.us>  
**Sent:** Monday, July 06, 2020 1:51 PM  
**To:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** Job Class/Position Control

Hi Liz,

I'm (finally) adding/updating all these positions in Munis. For the Community Engagement Coordinator, my game plan is to replace the Community Outreach Coordinator with the new position (so we don't lose the historical record). I can't remember if there is a system to the last two digits in job class? Also, do you foresee any issues with moving the first two digits from a 27 (Art, Design, Media) to 21 (Community/Social Service)?

Thanks!

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaillinois.us/jobs



[REDACTED]

[REDACTED]

**From:** Brickman Levy, Kathryn  
**Sent:** Monday, June 01, 2020 10:55:12 AM  
**To:** 'Lori Johnson'  
**Subject:** RE: Self Made Kingz

Hi Lori –

I spoke with Diane and she wanted me to relay that the City will be providing the same amount of support/funding for the Self Made Kingz group as this past year. Of note, the Community Outreach Coordinator position (the vacancy left by Preston James) has been updated and will be posted within the next week. The new Coordinator will be working with the group, as well.

It has been quite the last 10 weeks.... Hope you have been safe and healthy, Lori.

Thanks,

**Kate Levy**  
EA to the Mayor and City Administrator  
Deputy Local Liquor Commissioner

400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

---

**From:** Borman, Elizabeth  
**Sent:** Wednesday, September 23, 2020 4:35:33 PM  
**To:** Mitten, Carol; Marlin, Diane; Hannan, Elizabeth  
**Subject:** RE: Human Relations position

Excellent! Elizabeth is getting ready to sign.

---

**From:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Sent:** Wednesday, September 23, 2020 4:34 PM  
**To:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
**Subject:** RE: Human Relations position

Liz:

I think this is ready to go. Who should sign?

Thanks,

Carol

---

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Monday, September 21, 2020 2:06 PM  
**To:** Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
**Subject:** FW: Human Relations position

Good afternoon all,

Please find the GovHR proposal for HREO outreach attached.

Thanks,  
Liz

**From:** Laurie Pederson <[lpederson@govhrusa.com](mailto:lpederson@govhrusa.com)>  
**Sent:** Monday, September 21, 2020 8:08 AM  
**To:** Mike Earl <[mearl@govhrusa.com](mailto:mearl@govhrusa.com)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!  
Laurie

---

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Hannan, Elizabeth  
**Sent:** Monday, September 21, 2020 2:08:28 PM  
**To:** Borman, Elizabeth; Marlin, Diane; Mitten, Carol  
**Subject:** RE: Human Relations position

Is there anything specific they can do to reach out to applicants with diverse backgrounds?

Elizabeth Hannan  
Human Resources & Finance Director / CFO  
City of Urbana | 400 S. Vine Street  
Urbana, IL 61801 | 217-384-2368



---

**From:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Sent:** Monday, September 21, 2020 2:06 PM  
**To:** Marlin, Diane <dwmartin@urbanaininois.us>; Mitten, Carol <cmitten@urbanaininois.us>; Hannan, Elizabeth <eahannan@urbanaininois.us>  
**Subject:** FW: Human Relations position

Good afternoon all,

Please find the GovHR proposal for HREO outreach attached.

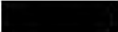
Thanks,  
Liz

**From:** Laurie Pederson <lpederson@goyhrusa.com>  
**Sent:** Monday, September 21, 2020 8:08 AM  
**To:** Mike Earl <mearl@goyhrusa.com>  
**Cc:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Subject:** Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!  
Laurie



**From:** Borman, Elizabeth  
**Sent:** Monday, June 08, 2020 9:39:13 AM  
**To:** Borman, Elizabeth  
**Subject:** Notice of Meeting: City of Urbana Civil Service Special Meeting

Good morning,

Please find the agenda and notice of special meeting for the City of Urbana's Civil Service Commission, which will be held this Wednesday, June 10, 2020 at 4:00 p.m. Additional materials will be posted at: <https://www.urbanaininois.us/node/8697>.

Kindest regards,  
Elizabeth

*Elizabeth Borman, SPHR, MPA, MUP*  
*Asst. Human Resources Manager*  
*City of Urbana, Illinois*  
[eborman@urbanaininois.us](mailto:eborman@urbanaininois.us)  
217.384.2459



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Borman, Elizabeth  
**Sent:** Monday, September 21, 2020 2:05:57 PM  
**To:** Marlin, Diane; Mitten, Carol; Hannan, Elizabeth  
**Subject:** FW: Human Relations position

Good afternoon all,  
  
Please find the GovHR proposal for HREO outreach attached.

Thanks,  
Liz

**From:** Laurie Pederson <lpederson@govhrusa.com>  
**Sent:** Monday, September 21, 2020 8 08 AM  
**To:** Mike Earl <mearl@govhrusa.com>  
**Cc:** Borman, Elizabeth <eborman@urbanaininois.us>  
**Subject:** Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!  
Laurie



~F

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Seraphin, Bryant  
**Sent:** Wednesday, May 20, 2020 10:27:19 AM  
**To:** Fletcher, Femi  
**Subject:** RE: Community Relations Specialist

Femi,

I clicked the link and reviewed the listed jobs. Which one should they select if they want to be notified about the Community Outreach Coordinator position? I am not sure which check box is on point?

-Bryant

**From:** Fletcher, Femi <fnfletcher@urbanaininois.us>  
**Sent:** Tuesday, May 19, 2020 6:09 PM  
**To:** [REDACTED]  
**Cc:** Seraphin, Bryant <seraphbd@urbanaininois.us>  
**Subject:** RE: Community Relations Specialist

Good evening Mr. Peppers,

Thank you for your interest in working for the City of Urbana. As employment opportunities become open and available, they are posted on the City's employment website. I encourage you to sign up for job alerts so that you are notified when this position is posted. You can sign up at <https://www.urbanaininois.us/jobalerts>.

Thank you again for your commitment to Urbana's youth. Please feel free to contact me if you have any questions in the future.

Have a safe and wonderful evening!

Regards,

~F

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
[urbanaininois.us/jobs](http://urbanaininois.us/jobs)



**From:** Seraphin, Bryant <seraphbd@urbanaininois.us>  
**Sent:** Tuesday, May 19, 2020 5:19 PM  
**To:** [REDACTED]  
**Cc:** Fletcher, Femi <fnfletcher@urbanaininois.us>  
**Subject:** FW: Community Relations Specialist

Mr. Lemond Peppers,

Thank you so much for your email of interest; I appreciate all you have done already for Urbana youth. I am copying HR Generalist Femi Fletcher here at the City so that you are kept apprised of the process moving forward with this position, which we hope to move on early this summer.

Thanks again for reaching out.

-Bryant

**Bryant Seraphin**  
Chief of Police  
Urbana Police Department  
400 S. Vine Street  
Urbana, IL 61801  
Office: 217-384-2334

**From:** [REDACTED]  
**Sent:** Thursday, May 14, 2020 7:34 PM  
**To:** Seraphin, Bryant <seraphbd@urbanaininois.us>  
**Subject:** Community Relations Specialist

Chief Bryant Seraphin:

Hello I hope this email finds you well during this pandemic. I am writing to you requesting this email be allowed to serve as my intent to be assigned to the position of Community Relations Specialist for the city of Urbana, Illinois. We find ourselves in trying, never before seen, times with COVID-19 pandemic. Life as we know it has come to a pause. Our businesses, schools, and city government now operate under remote, virtual, and social distancing orders and yet life goes on. Our community continues to find itself maligned with issues of crime, violence, death and inadequacies of all forms. It is during these times our community was used to Preston James on the fore front of such issues, speaking for those with little to no voice, while simultaneously supporting city government. His presence, while greatly missed, provides an opportunity for another to stand in the gap during these most trying times. I submit to you that I am that person. I have spent my entire life in the Champaign-Urbana community. I have lived in both cities, while currently residing in Champaign. I, however, have made a home at Urbana High School and its surrounding neighborhoods since November of 2018. I have worked as a Student Engagement Advocate for Urbana High School. My work concentrated on students with behavioral, truancy, and low economic means. I have spent time in the homes, and with the parents and students of this community. During the Spring of 2019 working under the direct supervision and in conjunction with Preston James the Urbana Youth Project, later renamed "Self-Made Kingz" was organized and started with 10 identified at risk youth from Urbana Middle School.

I am an experienced public speaker, and specialize in forming relationships as well as Therapeutic Crisis Intervention. I spent past years at both high schools in Champaign as well as the Pavilion and Rosecrance. My work experience has prepared me to walk into such a time and become a quick study of the voice that is needed for the now. I hope at your earliest convenience to speak with you by phone or virtual meeting to further discuss me as a possible and viable candidate for this position. Thank you.

Respectfully Yours,

Lemond Peppers

**From:** Fletcher, Femi  
**Sent:** Friday, March 13, 2020 3:29:24 PM  
**To:** Fletcher, Femi  
**Subject:** 2.1\_Wage\_Administration\_Regular NBU\_Employees.xlsx

**From:** Borman, Elizabeth  
**Sent:** Wednesday, June 03, 2020 5:05:09 PM  
**To:** Fletcher, Femi  
**Subject:** RE: Application Questions

Femi,

First, outstanding job on writing these!! This job is so unique, with so many variables, and writing questions that address the key competencies is no small feat. You have gotten to the heart of the position with the ones you have crafted.J

Just a few suggestions are attached, and that's all they are—keep what you like, pitch what doesn't work. I very much agree with your assessment of the open-ended question #4, and I could see the same being true for #3 as well. Frontline isn't great for long responses, so you could always send out a supplemental questionnaire later on if you wanted to glean the candidates' experience before the interview.

When you get the questions finalized, could you send them and the draft job announcement to Mayor Marlin?

Thank you for your terrific work on this!  
Liz

---

**From:** Fletcher, Femi <fnfletcher@urbanainlinois.us>  
**Sent:** Wednesday, June 03, 2020 3:16 PM  
**To:** Borman, Elizabeth <eeborman@urbanainlinois.us>  
**Subject:** Application Questions

Liz,

Could you give these a once-over? I welcome (read: am desperate for) your input. I don't mind changing up format or taking your advice on scoring.

I have to run and get some labs done, but I'll be back afterwards, and then I'll send you some interview questions, too. Just wanted to get a head start on this.

Thank you!

~Femi

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanainlinois.us/jobs



---

**From:** Borman, Elizabeth  
**Sent:** Monday, June 08, 2020 9:25:29 AM  
**To:** 'Marion Knight Jr'; Tom Betz; Tom Betz; Traci E. Nally  
**Cc:** Fletcher, Femi  
**Subject:** Civil Service Special Meeting Invitation

Good morning all,

Details on the Civil Service Special Meeting are below. Given that this is a special meeting, I'm also planning to record it. If you have any concerns, please don't hesitate to let me know. Materials will be furnished a little later today for your review.

Topic: Civil Service Commission  
Time: Jun 10, 2020 04:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/83570259603>

Meeting ID: 835 7025 9603  
One tap mobile  
+13126266799,,83570259603# US (Chicago)  
+19292056099,,83570259603# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Germantown)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)

Meeting ID: 835 7025 9603  
Find your local number: <https://us02web.zoom.us/u/knwZojQtH>

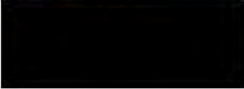
*Elizabeth Borman, SPHR, MPA, MUP*  
*Asst. Human Resources Manager*  
*City of Urbana, Illinois*  
[eeborman@urbanainlinois.us](mailto:eeborman@urbanainlinois.us)  
217.384.2459

**From:** Marlin, Diane  
**Sent:** Tuesday, June 09, 2020 10:22:57 AM  
**To:** Fletcher, Femi  
**Subject:** RE: Community Outreach Coordinator (2020)\_rev3(ff)

Great, and then we can share widely.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Fletcher, Femi <fnfletcher@urbanaillinois.us>  
**Sent:** Tuesday, June 09, 2020 10:01 AM  
**To:** Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator (2020)\_rev3(ff)

Thank you, Mayor. I plan to post this very soon after it's approved, no later than Friday, FYI.  
You'll see the posting in your email.

Best,

~F

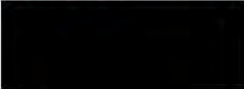
----- Original message -----

**From:** "Marlin, Diane" <dwmarlin@urbanaillinois.us>  
**Date:** 6/9/20 9:21 AM (GMT-06:00)  
**To:** "Fletcher, Femi" <fnfletcher@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator (2020)\_rev3(ff)

Attached is description with a couple of edits. Changed outreach to engagement a couple more times in the text.. Otherwise, good to go. Thank you for your careful attention to this. 

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Fletcher, Femi <fnfletcher@urbanaillinois.us>  
**Sent:** Monday, June 08, 2020 2:34 PM  
**To:** Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Subject:** Community Outreach Coordinator (2020)\_rev3(ff)

Mayor,

Liz and I have made some suggested modifications to the Community Outreach Coordinator job description. One of these includes a small change in the job title.

To give you a bit of context, I have attached another document which outlines (on pp. 4-6) difference between "outreach" and "engagement." It is clear from the information presented that the City of Urbana is looking for the latter. This, along with the other small changes, will hopefully help communicate our commitment to long-term, in-depth, meaningful relationships with our community and community partners.

Please let me know if you approve of these changes or have others before we present this to Civil Service on Wednesday.

Thanks,

~F

**Femi N. Fletcher**  
HR Generalist  
Human Resources | City of Urbana

Best,

~F

**Femi N. Fletcher**

**HR Generalist**

Human Resources | City of Urbana

P 217.384.2451 | F 217.328.8288

[urbanaininois.us/jobs](http://urbanaininois.us/jobs)



---

**From:** Fletcher, Femi

**Sent:** Wednesday, May 20, 2020 10:33:32 AM

**To:** Seraphin, Bryant

**Subject:** RE: Community Relations Specialist

Diversity Management/EEO would do the trick, but General Interest is a catch-all.

Great question. ??

~F

----- Original message -----

**From:** "Seraphin, Bryant" <[seraphbd@urbanaininois.us](mailto:seraphbd@urbanaininois.us)>

**Date:** 5/20/20 10:27 AM (GMT-06:00)

**To:** "Fletcher, Femi" <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>

**Subject:** RE: Community Relations Specialist

Femi,

I clicked the link and reviewed the listed jobs. Which one should they select if they want to be notified about the Community Outreach Coordinator position? I am not sure which check box is on point?

-Bryant

---

**From:** Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>

**Sent:** Tuesday, May 19, 2020 6:09 PM

**To:** [REDACTED]

**Cc:** Seraphin, Bryant <[seraphbd@urbanaininois.us](mailto:seraphbd@urbanaininois.us)>

**Subject:** RE: Community Relations Specialist

Good evening Mr. Peppers,

Thank you for your interest in working for the City of Urbana. As employment opportunities become open and available, they are posted on the City's employment website. I encourage you to sign up for job alerts so that you are notified when this position is posted. You can sign up at <https://www.urbanaininois.us/jobalerts>.

Thank you again for your commitment to Urbana's youth. Please feel free to contact me if you have any questions in the future.

Have a safe and wonderful evening!

Regards,

~F

**Femi N. Fletcher**

**HR Generalist**

Human Resources | City of Urbana

P 217.384.2451 | F 217.328.8288

[urbanaininois.us/jobs](http://urbanaininois.us/jobs)



---

**From:** Fletcher, Femi  
**Sent:** Tuesday, June 02, 2020 5:00:26 PM  
**To:** Borman, Elizabeth  
**Subject:** RE: RE: Community Outreach Coordinator posting

You too!

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaininois.us/jobs



---

**From:** Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>  
**Sent:** Tuesday, June 2, 2020 5:00 PM  
**To:** Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
**Subject:** RE: RE: Community Outreach Coordinator posting

No worries at all—that's what I'm here for (and it will be nice to see something in my comfort zone for a change!). Have a great evening!

---

**From:** Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
**Sent:** Tuesday, June 02, 2020 4:59 PM  
**To:** Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>  
**Subject:** RE: RE: Community Outreach Coordinator posting

I'm going to be sending you a ton of things to review tomorrow morning! LOL (but still kind of sorry because I know you're swamped, too).

**Femi N. Fletcher**  
**HR Generalist**  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaininois.us/jobs

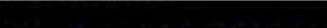


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**From:** Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>  
**Sent:** Tuesday, June 2, 2020 4:56 PM  
**To:** Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
**Subject:** RE: RE: Community Outreach Coordinator posting

Thank you so much, Femi. I know you have a lot on your plate, and I sincerely appreciate your efforts on this. If I can help in any way, please don't hesitate to let me know how I can support you.

---

**From:** Fletcher, Femi <[fnfletcher@urbanaininois.us](mailto:fnfletcher@urbanaininois.us)>  
**Sent:** Tuesday, June 02, 2020 3:56 PM  
**To:** Diane Marlin   
**Cc:** Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>  
**Subject:** RE: Community Outreach Coordinator posting

Mayor Marlin,

First, I wanted to personally say thank you for your support and hard work during the events over the last few days. It has not gone unnoticed by this employee, at least.

Second, to provide you with an update on the Community Outreach Coordinator posting, I'm working really hard to have it posted by this Friday afternoon (6/5). Per Civil Service Rules, it must remain posted for at least two weeks. As with all postings, the advertisement will be distributed via City email to all users, including City Council.

Please let me know if I can provide you with any other information you'd like to share with the public.

Best,

~F

To: Fletcher, Femi <ffletcher@urbanaininois.us>  
Subject: RE: RE: Community Outreach Coordinator posting

Thank you so much, Femi. I know you have a lot on your plate, and I sincerely appreciate your efforts on this. If I can help in any way, please don't hesitate to let me know how I can support you.

---

From: Fletcher, Femi <ffletcher@urbanaininois.us>  
Sent: Tuesday, June 02, 2020 3:56 PM  
To: Diane Marlin [REDACTED]  
Cc: Borman, Elizabeth <eborman@urbanaininois.us>  
Subject: RE: Community Outreach Coordinator posting

Mayor Marlin,

First, I wanted to personally say thank you for your support and hard work during the events over the last few days. It has not gone unnoticed by this employee, at least.

Second, to provide you with an update on the Community Outreach Coordinator posting, I'm working really hard to have it posted by this Friday afternoon (6/5). Per Civil Service Rules, it must remain posted for at least two weeks. As with all postings, the advertisement will be distributed via City email to all users, including City Council.

Please let me know if I can provide you with any other information you'd like to share with the public.

Best,

~F

Femi N. Fletcher  
HR Generalist  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanaininois.us/jobs



[REDACTED] (us)

[REDACTED]

From: Borman, Elizabeth  
Sent: Wednesday, September 23, 2020 4:35:33 PM  
To: Mitten, Carol; Marlin, Diane; Hannan, Elizabeth  
Subject: RE: Human Relations position

Excellent! Elizabeth is getting ready to sign.

From: Mitten, Carol <cjmitten@urbanaininois.us>  
Sent: Wednesday, September 23, 2020 4:34 PM  
To: Borman, Elizabeth <eborman@urbanaininois.us>; Marlin, Diane <dwmarlin@urbanaininois.us>; Hannan, Elizabeth <eahannan@urbanaininois.us>  
Subject: RE: Human Relations position

Liz:

I think this is ready to go. Who should sign?

Thanks,

Carol

---

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Monday, September 21, 2020 2:06 PM  
**To:** Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
**Subject:** FW: Human Relations position

Good afternoon all,

Please find the GovHR proposal for HREO outreach attached.

Thanks,  
Liz

---

**From:** Laurie Pederson <[lpederson@govhrusa.com](mailto:lpederson@govhrusa.com)>  
**Sent:** Monday, September 21, 2020 8:08 AM  
**To:** Mike Earl <[mearl@govhrusa.com](mailto:mearl@govhrusa.com)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!  
Laurie

---

**From:** Evan Hensley  
**Sent:** Wednesday, September 23, 2020 5:19:18 PM  
**To:** Marlin, Diane  
**Subject:** Re: [EXT] RE: Media Request

So, these positions are more affiliated with the Board, rather than the police department?

---

**From:** Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Sent:** Wednesday, September 23, 2020 3:53 PM  
**To:** Evan Hensley <[ehensley@sbgvtv.com](mailto:ehensley@sbgvtv.com)>; Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Smysor, David <[smysordg@urbanailinois.us](mailto:smysordg@urbanailinois.us)>  
**Cc:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Subject:** [EXT] RE: Media Request

**CAUTION:** This email originated from outside of Sinclair. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Evan,  
The Community Engagement Coordinator position has been filled. Mr. Lemond Peppers starts on the job on 9/28. One of his job responsibilities will be supporting work of the CPRB. He also will work with the Human Rights and Equity Officer, when that person is hired, and will engage in various community-based activities. The external search for the HREO position will begin soon.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Evan Hensley <[ehensley@sbgvtv.com](mailto:ehensley@sbgvtv.com)>  
**Sent:** Wednesday, September 23, 2020 3:33 PM  
**To:** Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Smysor, David <[smysordg@urbanailinois.us](mailto:smysordg@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Subject:** Media Request

Hello,

This is Evan Hensley with FOX Illinois in Champaign.

I will be tuning into tonight's Citizens Police Review Board.

Two things on the agenda include two new positions for the city and the police department.

I was wondering if you could tell me any info about the positions of Community Engagement Coordinator and the Human Rights and Equity Officer.

Are they currently working on being filled? What all will their job entail? Will they assist in some of the holes that are more difficult for the normal Law Enforcement Officer?

Thanks,



Femi N. Fletcher  
HR Generalist  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
urbanillinois.us/jobs



---

**From:** Evan Hensley  
**Sent:** Wednesday, September 23, 2020 3:33:17 PM  
**To:** Seraphin, Bryant; Smysor, David; Marlin, Diane  
**Subject:** Media Request

Hello,

This is Evan Hensley with FOX Illinois in Champaign.

I will be tuning into tonight's Citizens Police Review Board.

Two things on the agenda include two new positions for the city and the police department.

I was wondering if you could tell me any info about the positions of Community Engagement Coordinator and the Human Rights and Equity Officer.

Are they currently working on being filled? What all will their job entail? Will they assist in some of the holes that are more difficult for the normal Law Enforcement Officer?

Thanks,

Evan Hensley  
FOX Illinois

---

**From:** ! Laut, Julie  
**Sent:** Wednesday, September 23, 2020 1:33:54 PM  
**To:** Marlin, Diane  
**Subject:** Re: INTRODUCING: Community Engagement Coordinator

Great news. Thanks!

**Julie Laut, PhD**  
(She/Her)  
Ward 2 Council Member  
513-544-2682

---

**From:** Marlin, Diane  
**Sent:** Tuesday, September 22, 2020 4:09 PM  
**To:** !City Council  
**Subject:** INTRODUCING: Community Engagement Coordinator

Please do not reply all.


I'm pleased to share the news that S. Lemond Peppers, II will serve as our new Community Engagement Coordinator. Lemond most recently worked as a Student Engagement Advocate at Urbana High School and co-coordinated the Self Made Kingz with Preston James. He has over 20 years of experience in Education, Mental Health Services, Public Relations, and Customer Service and can communicate in conversational Spanish. He has experience as a speech coach; remedial instruction in math, reading, and life skills; addictions counselor and recovery advocate. He holds a Bachelor's Degree from Eastern Illinois University, is a lifelong resident of C-U and has worked in both school districts, numerous churches, and local facilities. Lemond Peppers attended the Ten Shared Principles workshop last week with two of the Self Made Kingz students, so you may have already met him. He starts Monday, September 28.

Diane

The search for Vacellia Clark's position will be launched in the next few days. This is the full-time Human Rights and Equity Officer (formerly Human Relations Officer)

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** ! Brown, Bill  
**Sent:** Tuesday, September 22, 2020 4:38:47 PM  
**To:** Marlin, Diane  
**Subject:** Re: INTRODUCING: Community Engagement Coordinator

Sounds good to me!

---

**From:** Marlin, Diane  
**Sent:** Tuesday, September 22, 2020 4:09 PM  
**To:** !City Council  
**Subject:** INTRODUCING: Community Engagement Coordinator

Please do not reply all.

I'm pleased to share the news that S. Lemond Peppers, II will serve as our new Community Engagement Coordinator. Lemond most recently worked as a Student Engagement Advocate at Urbana High School and co-coordinated the Self Made Kingz with Preston James. He has over 20 years of experience in Education, Mental Health Services, Public Relations, and Customer Service and can communicate in conversational Spanish. He has experience as a speech coach; remedial instruction in math, reading, and life skills; addictions counselor and recovery advocate. He holds a Bachelor's Degree from Eastern Illinois University, is a lifelong resident of C-U and has worked in both school districts, numerous churches, and local facilities. Lemond Peppers attended the Ten Shared Principles workshop last week with two of the Self Made Kingz students, so you may have already met him. He starts Monday, September 28.

Diane

The search for Vacellia Clark's position will be launched in the next few days. This is the full-time Human Rights and Equity Officer (formerly Human Relations Officer)

[Diane Wolfe Marlin](#)  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Tuesday, September 22, 2020 4:09:42 PM  
**To:** !City Council  
**Subject:** INTRODUCING: Community Engagement Coordinator

Please do not reply all.


I'm pleased to share the news that S. Lemond Peppers, II will serve as our new Community Engagement Coordinator. Lemond most recently worked as a Student Engagement Advocate at Urbana High School and co-coordinated the Self Made Kingz with Preston James. He has over 20 years of experience in Education, Mental Health Services, Public Relations, and Customer Service and can communicate in conversational Spanish. He has experience as a speech coach; remedial instruction in math, reading, and life skills; addictions counselor and recovery advocate. He holds a Bachelor's Degree from Eastern Illinois University, is a lifelong resident of C-U and has worked in both school districts, numerous churches, and local facilities. Lemond Peppers attended the Ten Shared Principles workshop last week with two of the Self Made Kingz students, so you may have already met him. He starts Monday, September 28.

Diane

The search for Vacellia Clark's position will be launched in the next few days. This is the full-time Human Rights and Equity Officer (formerly Human Relations Officer)

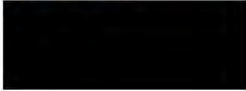
[Diane Wolfe Marlin](#)  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



EA to the Mayor and City Administrator  
Deputy Local Liquor Commissioner

400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Monday, August 31, 2020 8:03:30 AM  
**To:** Marlin, Diane  
**Subject:** foundation

*Diane Wolfe Marlin*  
Mayor

*Urbana City Building*  
400 S Vine St  
Urbana, IL 61801  
217-384-2456

---

**From:** Borman, Elizabeth  
**Sent:** Thursday, August 27, 2020 1:23:10 PM  
**To:** Marlin, Diane; Mitten, Carol; Hannan, Elizabeth  
**Subject:** HREO Job Description and Salary ?

Good afternoon all,

A few more edit suggestions for the HREO position are attached.



Thank you,  
Liz



City of Urbana  
400 S. Vine Street  
Urbana IL 61801  
217.384.2454



---

**From:** Mitten, Carol  
**Sent:** Monday, August 10, 2020 2:29:22 PM  
**To:** Marlin, Diane; Borman, Elizabeth  
**Subject:** RE:

I added some further edits, as well. Thanks.

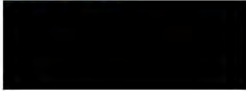
---

**From:** Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Sent:** Monday, August 10, 2020 1:41 PM  
**To:** Borman, Elizabeth <eeborman@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>  
**Subject:**

Added a couple more edits

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Clark, Vacellia  
**Sent:** Thursday, July 16, 2020 9:55:03 AM  
**To:** Marlin, Diane  
**Subject:** Re: Office of Equity and Human Rights

Mayor, 

Vacellia

Sent from my iPhone

On Jul 16, 2020, at 9:44 AM, Marlin, Diane <dwmarlin@urbanaillinois.us> wrote:

Iowa City has an Office of Equity and Human Rights, with [a very ambitious plan](#) to address systemic racism and to reform policing.

“Human Rights and Equity Officer” vs “Human Relations Officer” for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

<https://www.icgov.org/city-government/departments-and-divisions/equity-and-human-rights>

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
<image002.jpg>

**From:** Clark, Vacellia  
**Sent:** Thursday, July 16, 2020 10:16:54 AM  
**To:** Marlin, Diane  
**Subject:** Re: Office of Equity and Human Rights

Currently the City of Champaign's position (Rachel Joy) and the division uses that title.

Sent from my iPhone

On Jul 16, 2020, at 10:02 AM, Marlin, Diane <dwmarlin@urbanailinois.us> wrote:

[REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
<image002.jpg>

**From:** Clark, Vacellia <vpclark@urbanailinois.us>  
**Sent:** Thursday, July 16, 2020 9:55 AM  
**To:** Marlin, Diane <dwmarlin@urbanailinois.us>  
**Subject:** Re: Office of Equity and Human Rights

Mayor, [REDACTED]

Vacellia

Sent from my iPhone

On Jul 16, 2020, at 9:44 AM, Marlin, Diane <dwmarlin@urbanailinois.us> wrote:

Iowa City has an Office of Equity and Human Rights, with a [very ambitious plan](#) to address systemic racism and to reform policing.

"Human Rights and Equity Officer" vs "Human Relations Officer" for Urbana? Human Rights and Equity Commission vs HRC?  
Below is link to this office in Iowa City.

<https://www.icgov.org/city-government/departments-and-divisions/equity-and-human-rights>

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
<image002.jpg>

**From:** Borman, Elizabeth  
**Sent:** Thursday, July 16, 2020 9:55:29 AM  
**To:** Marlin, Diane  
**Subject:** RE: RE: Office of Equity and Human Rights

If we changed the title to "Human and Equity Rights Officer", that person would be a HERO. J

**From:** Marlin, Diane <dwmarlin@urbanailinois.us>  
**Sent:** Thursday, July 16, 2020 9:53 AM  
**To:** Borman, Elizabeth <eeborman@urbanailinois.us>; Mitten, Carol <cmitten@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Clark, Vacellia <vpclark@urbanailinois.us>  
**Subject:** PS: RE: Office of Equity and Human Rights

Iowa City has about 80,000 people, about the size of Champaign.

---

**From:** Mitten, Carol  
**Sent:** Friday, July 31, 2020 11:17:25 AM  
**To:** Marlin, Diane  
**Subject:** PLEASE REVIEW: Interim Version of Charter

**Carol J. Mitten**  
City Administrator

City of Urbana  
400 S. Vine Street  
Urbana IL 61801  
217.384.2454



---

**From:** Borman, Elizabeth  
**Sent:** Wednesday, June 03, 2020 10:30:19 PM  
**To:** Marlin, Diane  
**Subject:** Re: Community Outreach Coordinator posting

Certainly, Mayor. Femi is just finishing up drafting the application questions and job announcement for you to review.

---

**From:** Marlin, Diane  
**Sent:** Wednesday, June 3, 2020 5:41 PM  
**To:** Borman, Elizabeth  
**Subject:** Re: Community Outreach Coordinator posting

Can you send it to me one more time before posting? I need to check something.

Sent from my iPhone

On Jun 2, 2020, at 11:56 AM, Borman, Elizabeth <eeborman@urbanaillinois.us> wrote:

I've just reached out to Femi and asked her to update you on the position's status.

---

**From:** Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Sent:** Tuesday, June 02, 2020 11:52 AM  
**To:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** Community Outreach Coordinator posting

Do we have a date for this posting? Just trying to keep tabs so I can share with the community.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[<image001.jpg>](#)



Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
[<image002.jpg>](#)

---

**From:** Marlin, Diane  
**Sent:** Wednesday, May 20, 2020 10:55:37 AM  
**To:** Marlin, Diane  
**Subject:** RE: Thoughts on last nights Public Input session

Scott,  
Thank you for sending the outreach document and your thoughtful comments. We've revised the Community Outreach Coordinator position and it reflects many of the areas included in your document. The Coordinator will support the CPRB and I'll expect them to develop a comprehensive engagement and education strategy.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Monday, May 04, 2020 11:56 PM  
**To:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Subject:** Fwd: Thoughts on last nights Public Input session

Sent from my iPhone

Begin forwarded message:

**From:** Scott Dossett <[dossett.scott@gmail.com](mailto:dossett.scott@gmail.com)>  
**Date:** April 28, 2020 at 9:40:22 AM CDT  
**To:** !City Council <[CityCouncil@urbanaininois.us](mailto:CityCouncil@urbanaininois.us)>, Scott Dossett <[dossett.scott@gmail.com](mailto:dossett.scott@gmail.com)>, "Clark, Vacellia" <[vpclark@urbanaininois.us](mailto:vpclark@urbanaininois.us)>  
**Subject:** Thoughts on last nights Public Input session

?

Dear Council Members

As always thank you for your service.

During last night's public input session I noted Council member Hursey's desire to facilitate police-youth interactions. I'm providing some input to that area of concern.

As you know, the current CPRB ordinance does not work to facilitate that group's efforts on outreach. Before I really got that through my thick skull I was hopeful about creating change. Here are a couple to URL's to places I used "back in the day" re: same.

**1. Helping kids and cops work together**

<https://kidsandcops.org/learn-more/>

**2. Helping teens and pre-drivers understand "the system" regarding traffic stops**

<https://www.youtube.com/watch?v=EsqdGvhnqjo>

NOTE: opinions differ as to approach here. I got too far ahead of the CPRB, the HRO and maybe everybody else after learning in '16 that "stop" training was mandated by law during drivers training. I never saw Preston James video. I think these efforts Can Not be police driven.

**3. CPRB brochure developed from our one outreach job Vis a Vis the ordinance**

Available at the City Building front door.

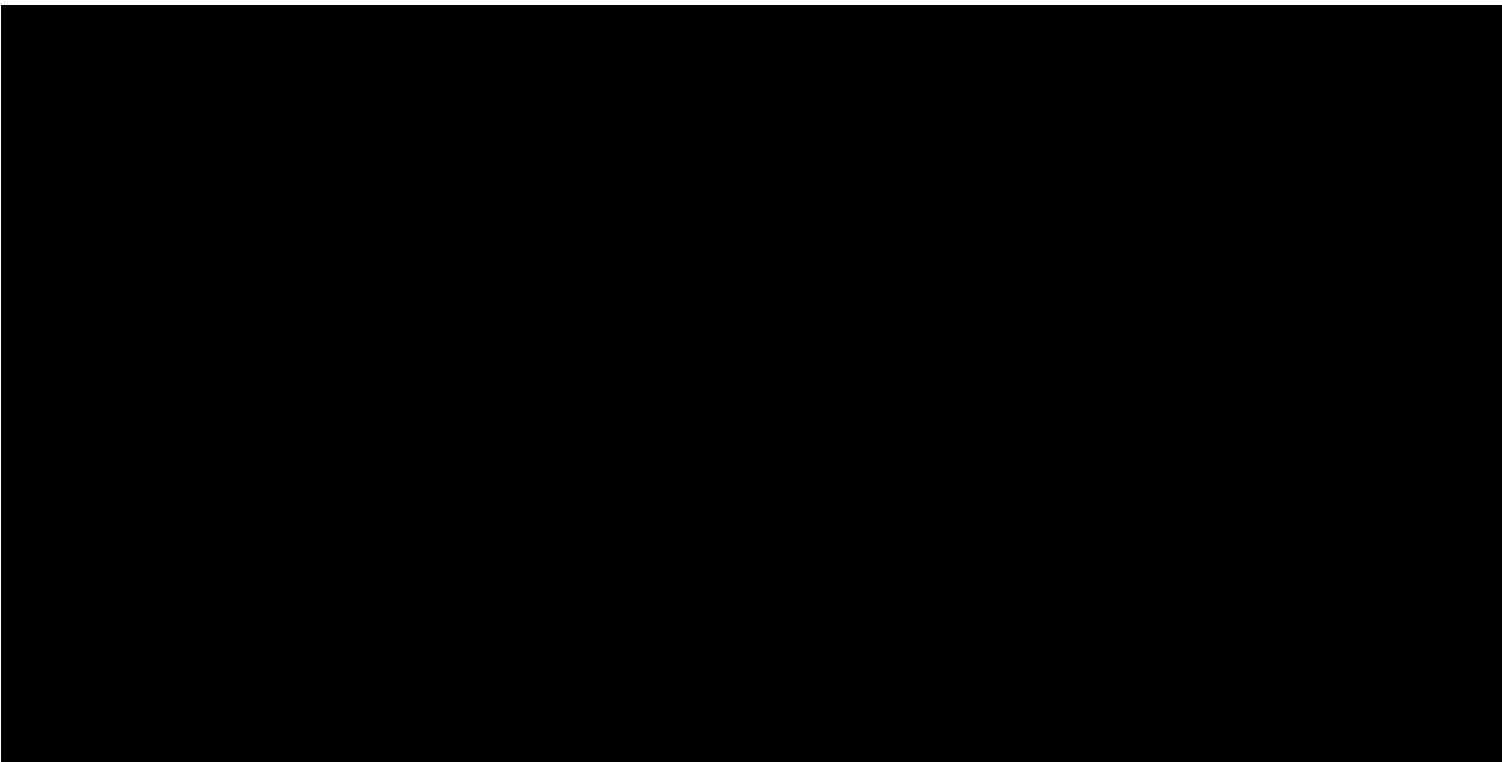
**4. Developing a comprehensive strategy to engage the community**

See word file attached. This is called Portland outreach doc because I took a file off of their system after searching around the country for same and marked it up. No traction in CPRB re: this. I'm done trying.

Please be well.

Thanks again for all you do for us.

Scott Dossett



From: Clark, Vacellia  
Sent: Thursday, May 14, 2020 5:03:34 PM  
To: Marlin, Diane  
Subject: RE: community outreach coordinator

Great! This makes complete sense from an organizational standpoint. I look forward to working with the CPRB and the new Outreach Coordinator.

Thanks

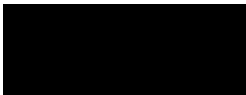
Vacellia

From: Marlin, Diane <dwmartin@urbanaillinois.us>  
Sent: Thursday, May 14, 2020 4:58 PM  
To: Clark, Vacellia <vpclark@urbanaillinois.us>  
Subject: community outreach coordinator

We're going to leave CPRB in the description, but you'll be staffing CPRB. That way, the coordinator can assist you, train for the position, and be ready to step into it when you leave. This will maintain continuity, but cover bases.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



From: Borman, Elizabeth  
Sent: Thursday, May 21, 2020 10:51:03 AM  
To: Seraphin, Bryant; Marlin, Diane; Hannan, Elizabeth; Mitten, Carol  
Subject: RE: Revisions to Community Outreach Coordinator

Yes, exactly.



From: Seraphin, Bryant <seraphbd@urbanailinois.us>

Sent: Thursday, May 21, 2020 10:49 AM

To: Borman, Elizabeth <eeborman@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>

Subject: RE: Revisions to Community Outreach Coordinator

I am not sure I fully understand this paragraph:

- o *Substitutions: A master's degree in a related field may substitute for one year of the required experience. Additional experience may be substituted for the education requirement on a year-for-year basis.*

Is this saying that with four years of experience, someone wouldn't need a 4-year bachelor's degree?

From: Borman, Elizabeth <eeborman@urbanailinois.us>

Sent: Wednesday, May 20, 2020 12:41 PM

To: Marlin, Diane <dwmarlin@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>

Subject: RE: Revisions to Community Outreach Coordinator

Thank you, Mayor. Revisions are incorporated, with a couple of questions/comments:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Marlin, Diane <dwmarlin@urbanailinois.us>

Sent: Tuesday, May 19, 2020 5:39 PM

To: Hannan, Elizabeth <eahannan@urbanailinois.us>; Borman, Elizabeth <eeborman@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>

Subject: comments from Tracy P. on PD

See below. [REDACTED] Can you incorporate them. [REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

From: Tracy Parsons <tracy.parsons@champaignil.gov>

Sent: Tuesday, May 19, 2020 4:58 PM

To: Marlin, Diane <dwmarlin@urbanailinois.us>

Subject: Re: DRAFT AND CONFIDENTIAL: position description

Hello Mayor,

Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.

[REDACTED]

Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

Tracy

From: Marlin, Diane <dwmarlin@urbanailinois.us>

Sent: Friday, May 15, 2020 11:04 AM

To: Tracy Parsons <tracy.parsons@champaignil.gov>  
Subject: DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Seraphin, Bryant  
**Sent:** Thursday, May 21, 2020 10:48:32 AM  
**To:** Borman, Elizabeth; Marlin, Diane; Hannan, Elizabeth; Mitten, Carol  
**Subject:** RE: Revisions to Community Outreach Coordinator

I am not sure I fully understand this paragraph:

- o *Substitutions:* A master's degree in a related field may substitute for one year of the required experience. Additional experience may be substituted for the education requirement on a year-for-year basis.

Is this saying that with four years of experience, someone wouldn't need a 4-year bachelor's degree?

---

**From:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Sent:** Wednesday, May 20, 2020 12:41 PM  
**To:** Marlin, Diane <dwwmarlin@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>  
**Subject:** RE: Revisions to Community Outreach Coordinator

Thank you, Mayor. Revisions are incorporated, with a couple of questions/comments:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Based on the grant writing and case management duties, as well as the bachelor's degree requirement, it sounds like the expectation is that this

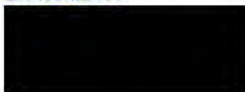


**From:** Marlin, Diane <dwwmarlin@urbanailinois.us>  
**Sent:** Tuesday, May 19, 2020 5:39 PM  
**To:** Hannan, Elizabeth <eahannan@urbanailinois.us>; Borman, Elizabeth <eeborman@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>  
**Subject:** comments from Tracy P. on PD

See below. [Redacted] Can you incorporate them. [Redacted]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Tracy Parsons <tracy.parsons@champaignil.gov>  
**Sent:** Tuesday, May 19, 2020 4:58 PM  
**To:** Marlin, Diane <dwwmarlin@urbanailinois.us>  
**Subject:** Re: DRAFT AND CONFIDENTIAL: position description

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[REDACTED]

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Tracy

From: Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
Sent: Friday, May 15, 2020 11:04 AM  
To: Tracy Parsons <[tracy.parsons@champaignil.gov](mailto:tracy.parsons@champaignil.gov)>  
Subject: DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



From: Borman, Elizabeth  
Sent: Thursday, May 14, 2020 8:50:09 AM  
To: Marlin, Diane  
Subject: RE: Community Outreach Coordinator Job Description

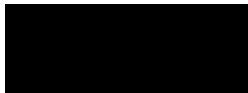
The minimum annual is \$56,291.99; norm is \$59,613.15 and the max is \$75,294.05

From: Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
Sent: Thursday, May 14, 2020 8:43 AM  
To: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
Subject: RE: Community Outreach Coordinator Job Description

Whats the new salary range for Pay Grade 238 for this position?

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
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217.384.2456



From: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
Sent: Wednesday, May 13, 2020 3:57 PM  
To: Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
Subject: RE: Community Outreach Coordinator Job Description

Added to the pd; updated version attached.

From: Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
Sent: Wednesday, May 13, 2020 3:52 PM  
To: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
Subject: RE: Community Outreach Coordinator Job Description

See suggested adds below (in red).

From: Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
Sent: Wednesday, May 13, 2020 3:03 PM

To: Mitten, Carol <[cjmitten@urbanairillinois.us](mailto:cjmitten@urbanairillinois.us)>; Hannan, Elizabeth <[eahannan@urbanairillinois.us](mailto:eahannan@urbanairillinois.us)>; Marlin, Diane <[dwmartin@urbanairillinois.us](mailto:dwmartin@urbanairillinois.us)>  
Subject: RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[Redacted]

[Redacted]

From: Mitten, Carol <[cjmitten@urbanairillinois.us](mailto:cjmitten@urbanairillinois.us)>  
Sent: Wednesday, May 13, 2020 2:02 PM  
To: Hannan, Elizabeth <[eahannan@urbanairillinois.us](mailto:eahannan@urbanairillinois.us)>; Marlin, Diane <[dwmartin@urbanairillinois.us](mailto:dwmartin@urbanairillinois.us)>  
Cc: Borman, Elizabeth <[eeborman@urbanairillinois.us](mailto:eeborman@urbanairillinois.us)>  
Subject: RE: Community Outreach Coordinator Job Description

[Redacted]

From: Hannan, Elizabeth <[eahannan@urbanairillinois.us](mailto:eahannan@urbanairillinois.us)>  
Sent: Wednesday, May 13, 2020 12:36 PM  
To: Marlin, Diane <[dwmartin@urbanairillinois.us](mailto:dwmartin@urbanairillinois.us)>; Mitten, Carol <[cjmitten@urbanairillinois.us](mailto:cjmitten@urbanairillinois.us)>  
Cc: Borman, Elizabeth <[eeborman@urbanairillinois.us](mailto:eeborman@urbanairillinois.us)>  
Subject: Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

From: Borman, Elizabeth  
Sent: Friday, May 22, 2020 1:20:56 PM  
To: Marlin, Diane  
Subject: RE: Revisions to Community Outreach Coordinator

[Redacted]

From: Marlin, Diane <[dwmartin@urbanairillinois.us](mailto:dwmartin@urbanairillinois.us)>  
Sent: Friday, May 22, 2020 1:19 PM  
To: Borman, Elizabeth <[eeborman@urbanairillinois.us](mailto:eeborman@urbanairillinois.us)>  
Subject: RE: Revisions to Community Outreach Coordinator

[Redacted]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[Redacted]

From: Borman, Elizabeth <[eeborman@urbanairillinois.us](mailto:eeborman@urbanairillinois.us)>  
Sent: Thursday, May 21, 2020 9:51 AM  
To: Marlin, Diane <[dwmartin@urbanairillinois.us](mailto:dwmartin@urbanairillinois.us)>  
Subject: RE: Revisions to Community Outreach Coordinator

[Redacted]



[REDACTED]

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Tuesday, May 19, 2020 5:39 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaininois.us>; Borman, Elizabeth <eeborman@urbanaininois.us>; Mitten, Carol <cjmitten@urbanaininois.us>; Seraphin, Bryant <seraphbd@urbanaininois.us>  
**Subject:** comments from Tracy P. on PD

See below. [REDACTED] Can you incorporate them. [REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

**From:** Tracy Parsons <tracy.parsons@champaignil.gov>  
**Sent:** Tuesday, May 19, 2020 4:58 PM  
**To:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Subject:** Re: DRAFT AND CONFIDENTIAL: position description

Hello Mayor,

Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.

[REDACTED]

Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

Tracy

**From:** Marlin, Diane <dwmarlin@urbanaininois.us>  
**Sent:** Friday, May 15, 2020 11:04 AM  
**To:** Tracy Parsons <tracy.parsons@champaignil.gov>  
**Subject:** DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

**From:** Borman, Elizabeth  
**Sent:** Wednesday, May 20, 2020 12:40:32 PM  
**To:** Marlin, Diane; Hannan, Elizabeth; Mitten, Carol; Seraphin, Bryant  
**Subject:** RE: Revisions to Community Outreach Coordinator

Thank you, Mayor. Revisions are incorporated, with a couple of questions/comments:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** Marlin, Diane <dwmarlin@urbanailinois.us>

**Sent:** Tuesday, May 19, 2020 5:39 PM

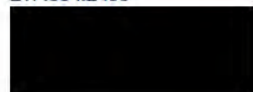
**To:** Hannan, Elizabeth <eahannan@urbanailinois.us>; Borman, Elizabeth <eeborman@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>

**Subject:** comments from Tracy P. on PD

See below. [REDACTED] Can you incorporate them. [REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Tracy Parsons <tracy.parsons@champaignil.gov>

**Sent:** Tuesday, May 19, 2020 4:58 PM

**To:** Marlin, Diane <dwmarlin@urbanailinois.us>

**Subject:** Re: DRAFT AND CONFIDENTIAL: position description

Hello Mayor,

Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.



Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

Tracy

**From:** Marlin, Diane <dwmarlin@urbanailinois.us>

**Sent:** Friday, May 15, 2020 11:04 AM

**To:** Tracy Parsons <tracy.parsons@champaignil.gov>

**Subject:** DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Borman, Elizabeth

**Sent:** Friday, May 15, 2020 1:46:28 PM

**To:** Marlin, Diane

**Subject:** RE: position description

Certainly! J

**From:** Marlin, Diane <dwmarlin@urbanailinois.us>

**Sent:** Friday, May 15, 2020 1:46 PM

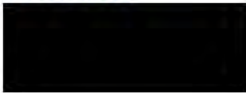
**To:** Borman, Elizabeth <eeborman@urbanailinois.us>

**Subject:** RE: position description

Thank you, Liz!

**Diane Wolfe Marlin**  
Mayor

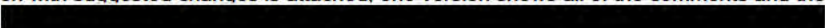
City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

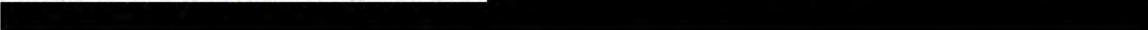


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**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Friday, May 15, 2020 1:43 PM  
**To:** Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Brickman Levy, Kathryn <[klbrickmanlevy@urbanailinois.us](mailto:klbrickmanlevy@urbanailinois.us)>; Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>  
**Subject:** RE: position description

All,

The Community Outreach Coordinator job description with suggested changes is attached; one version shows all of the comments and the other (clean version) is with the changes accepted. 



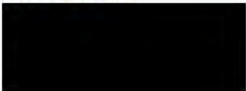
Many thanks,  
Liz

**From:** Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>  
**Sent:** Friday, May 15, 2020 10:35 AM  
**To:** Brickman Levy, Kathryn <[klbrickmanlevy@urbanailinois.us](mailto:klbrickmanlevy@urbanailinois.us)>; Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>  
**Subject:** RE: position description

Liz, can you incorporate Bryant's suggestions and send out the latest version? I need to share with Tracy Parsons for feedback. Thank you! Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456




**From:** Brickman Levy, Kathryn <[klbrickmanlevy@urbanailinois.us](mailto:klbrickmanlevy@urbanailinois.us)>  
**Sent:** Friday, May 15, 2020 9:57 AM  
**To:** Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>; Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>  
**Subject:** RE: position description

Liz –  
I am sliding under your door.

**Kate Levy**  
EA to the Mayor and City Administrator  
Deputy Local Liquor Commissioner

400 S Vine St | Urbana IL 61801  
217.384.2456



**From:** Seraphin, Bryant <[seraphbd@urbanailinois.us](mailto:seraphbd@urbanailinois.us)>  
**Sent:** Thursday, May 14, 2020 5:23 PM  
**To:** Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Clark, Vacellia <[vpclark@urbanailinois.us](mailto:vpclark@urbanailinois.us)>



Cc: Brickman Levy, Kathryn <kbrickmanlevy@urbanailinois.us>  
Subject: RE: position description

I had a couple of very minor tweaks on the description that I wrote in pencil on a hardcopy and gave to Kate. [REDACTED]

From: Marlin, Diane <dwmalin@urbanailinois.us>  
Sent: Thursday, May 14, 2020 12:05 PM  
To: Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Borman, Elizabeth <eeborman@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>; Clark, Vacellia <vpclark@urbanailinois.us>  
Subject: position description

A couple of edits. Haven't heard from Bryant yet...but [REDACTED]

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
[REDACTED]

From: Borman, Elizabeth  
Sent: Thursday, May 21, 2020 9:27:08 AM  
To: Marlin, Diane  
Subject: RE: Revisions to Community Outreach Coordinator

All changes sound great, Mayor, and [REDACTED]

From: Marlin, Diane <dwmalin@urbanailinois.us>  
Sent: Thursday, May 21, 2020 9:26 AM  
To: Borman, Elizabeth <eeborman@urbanailinois.us>  
Subject: RE: Revisions to Community Outreach Coordinator

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456  
[REDACTED]

From: Borman, Elizabeth <eeborman@urbanailinois.us>  
Sent: Wednesday, May 20, 2020 12:41 PM  
To: Marlin, Diane <dwmalin@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>; Seraphin, Bryant <seraphbd@urbanailinois.us>  
Subject: RE: Revisions to Community Outreach Coordinator

Thank you, Mayor. Revisions are incorporated, with a couple of questions/comments:

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]
- 4. [REDACTED]?

[Redacted]

**From:** Marlin, Diane <[dwmalin@urbanaininois.us](mailto:dwmalin@urbanaininois.us)>  
**Sent:** Tuesday, May 19, 2020 5:39 PM  
**To:** Hannan, Elizabeth <[eahannan@urbanaininois.us](mailto:eahannan@urbanaininois.us)>; Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>; Mitten, Carol <[cjmitten@urbanaininois.us](mailto:cjmitten@urbanaininois.us)>; Seraphin, Bryant <[seraphbd@urbanaininois.us](mailto:seraphbd@urbanaininois.us)>  
**Subject:** comments from Tracy P. on PD

See below. [Redacted] Can you incorporate them. [Redacted]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[Redacted]

**From:** Tracy Parsons <[tracy.parsons@champaignil.gov](mailto:tracy.parsons@champaignil.gov)>  
**Sent:** Tuesday, May 19, 2020 4:58 PM  
**To:** Marlin, Diane <[dwmalin@urbanaininois.us](mailto:dwmalin@urbanaininois.us)>  
**Subject:** Re: DRAFT AND CONFIDENTIAL: position description

Hello Mayor,

Thanks for sending the job description. It is very thorough and includes in great detail the responsibilities expected for this position. This is really good.

[Redacted]

Thanks again for including my voice in your process. I look forward to working with the hire. Please don't hesitate if you have any questions.

Tracy

**From:** Marlin, Diane <[dwmalin@urbanaininois.us](mailto:dwmalin@urbanaininois.us)>  
**Sent:** Friday, May 15, 2020 11:04 AM  
**To:** Tracy Parsons <[tracy.parsons@champaignil.gov](mailto:tracy.parsons@champaignil.gov)>  
**Subject:** DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[Redacted]

**From:** Mitten, Carol  
**Sent:** Wednesday, May 13, 2020 2:01:38 PM  
**To:** Hannan, Elizabeth; Marlin, Diane  
**Cc:** Borman, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

[Redacted]

---

**From:** Hannan, Elizabeth <eahannan@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmarlin@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

---

**From:** Mitten, Carol  
**Sent:** Wednesday, May 13, 2020 3:51:56 PM  
**To:** Borman, Elizabeth; Hannan, Elizabeth; Marlin, Diane  
**Subject:** RE: Community Outreach Coordinator Job Description

See suggested adds below (in red).

---

**From:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <cjmitten@urbanaillinois.us>; Hannan, Elizabeth <eahannan@urbanaillinois.us>; Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[REDACTED]

[REDACTED]

**From:** Mitten, Carol <cjmitten@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanaillinois.us>; Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <eahannan@urbanaillinois.us>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmarlin@urbanaillinois.us>; Mitten, Carol <cjmitten@urbanaillinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanaillinois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

---

**From:** Tracy Parsons  
**Sent:** Wednesday, May 06, 2020 11:49:46 AM  
**To:** Marlin, Diane  
**Subject:** Re: community outreach coordinator

Thanks Mayor,

No problem on sharing. [REDACTED] Not sure I have those other job descriptions or if one was created? Our point person is a full time school district employee. The community work is addition to his job though schools. Yours is the opposite. City employee expanding to community/schools.

Thanks,

Tracy

---

**From:** Marlin, Diane <dwmarlin@urbanaillinois.us>  
**Sent:** Wednesday, May 6, 2020 11:37 AM  
**To:** Tracy Parsons <tracy.parsons@champaignil.gov>  
**Subject:** community outreach coordinator

Hi Tracy,

HR prefers to wait until they can share the updated position description, rather than the old one BUT, Elizabeth asked if you had access to any similar job descriptions such as the one for Goal Getters And, if there are specific things you think should be included, please send them

Diane Wolfe Marlin  
Mayor

Urbana City Building  
400 S Vine St  
Urbana, IL 61801  
217-384-2456

---

**From:** Borman, Elizabeth  
**Sent:** Thursday, May 21, 2020 9:50:40 AM  
**To:** Marlin, Diane  
**Subject:** RE: Revisions to Community Outreach Coordinator

[REDACTED]

**From:** Marlin, Diane <dwmalin@urbanaininois.us>  
**Sent:** Thursday, May 21, 2020 9:29 AM  
**To:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Subject:** RE: Revisions to Community Outreach Coordinator

[REDACTED]

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

**From:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Sent:** Thursday, May 21, 2020 9:27 AM  
**To:** Marlin, Diane <dwmalin@urbanaininois.us>  
**Subject:** RE: Revisions to Community Outreach Coordinator

[REDACTED]

**From:** Marlin, Diane <dwmalin@urbanaininois.us>  
**Sent:** Thursday, May 21, 2020 9:26 AM  
**To:** Borman, Elizabeth <eeborman@urbanaininois.us>  
**Subject:** RE: Revisions to Community Outreach Coordinator

[REDACTED]

**Diane Wolfe Marlin**  
Mayor

Virus-free. [www.avast.com](http://www.avast.com)

On Fri, Sep 18, 2020 at 2:55 PM Borman, Elizabeth <[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)> wrote:  
Good afternoon M ke,

I hope your Friday is going well! We are ready to start moving forward on the Human Rights and Equity Officer position. The job description is attached and the salary range is: \$89,355.43 - \$119,611.99. Does this seem competitive with other positions like it that you're seeing? This is certainly a very key position, so we would be most appreciative if you would handle the recruitment and outreach. I think we're looking at the Professional Outreach package as a good fit. What would be our next steps?

Please let me know if you have any questions or would like more information—or if you need any photos for the recruitment materials. Thank you again so much for all of your tremendous help!

Take care,  
Liz

*Elizabeth Borman, SPHR, MPA, MUP*  
Human Resources Manager  
City of Urbana, Illinois  
[eeborman@urbanaillinois.us](mailto:eeborman@urbanaillinois.us)  
217.384.2459



--  
Michael J. Earl  
Senior Vice President

630 Dundee Road, Suite 130  
Northbrook, IL 60062  
Direct Line: 224.261.8366  
[www.GovHRusa.com](http://www.GovHRusa.com)

**Please review our resources and services to assist local governments and job seekers during COVID19:**  
<https://www.govhrusa.com/covid-resources-and-services/>

Virus-free. [www.avast.com](http://www.avast.com)

**From:** Laurie Pederson  
**Sent:** Monday, September 21, 2020 8:07:36 AM  
**To:** Mike Earl  
**Cc:** Borman, Elizabeth  
**Subject:** Re: Human Relations position

Good morning Liz,

I have attached GovHR's proposal for outreach for your Human Rights and Equity Officer position. Please sign and return the last page to me. Mike will be in touch to get started! Please reach out if you have any questions or need any additional information.

Have a great day!  
Laurie


On Fri, Sep 18, 2020 at 3:07 PM Mike Earl <[mearl@govhrusa.com](mailto:mearl@govhrusa.com)> wrote:  
Thanks Liz.

The range seems fair to me. Is that the full range. In other words, is staff authorized to hire within that range?

The next step is for us to present you with a formal proposal. Accordingly, our Admin. Services Director Laurie Pederson, who is copied on this email, will be following up with you.

We're excited to work with you on this recruitment. Thank you!

Mikel

 Virus-free. [www.avast.com](http://www.avast.com)

On Fri, Sep 18, 2020 at 2:55 PM Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)> wrote:

Good afternoon M ke,

I hope your Friday is going well! We are ready to start moving forward on the Human Rights and Equity Officer position. The job description is attached and the salary range is: \$89,355.43 - \$119,611.99. Does this seem competitive with other positions like it that you're seeing? This is certainly a very key position, so we would be most appreciative if you would handle the recruitment and outreach. I think we're looking at the Professional Outreach package as a good fit. What would be our next steps?

Please let me know if you have any questions or would like more information—or if you need any photos for the recruitment materials. Thank you again so much for all of your tremendous help!

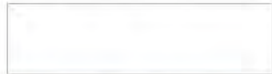
Take care,  
Liz

*Elizabeth Borman, SPHR, MPA, MUP*  
*Human Resources Manager*  
*City of Urbana, Illinois*  
[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)  
217.384.2459

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United States\*  
**Census**  
2020

--  
Michael J. Earl  
Senior Vice President



[630 Dundee Road, Suite 130](#)  
[Northbrook, IL 60062](#)  
Direct Line: 224.261.8366  
[www.GovHRusa.com](http://www.GovHRusa.com)

Please review our resources and services to assist local governments and job seekers during COVID19:  
<https://www.govhrusa.com/covid-resources-and-services/>

 Virus-free. [www.avast.com](http://www.avast.com)

--  
Laurie Pederson  
Administrative Services Director



Direct Line: 847-380-3198  
[www.GovHRusa.com](http://www.GovHRusa.com)

[Please see our resources and services to assist local governments during COVID-19](#)

---

**From:** Mitten, Carol  
**Sent:** Monday, August 10, 2020 2:29:22 PM  
**To:** Marlin, Diane; Borman, Elizabeth  
**Subject:** RE:

I added some further edits, as well. Thanks.

---

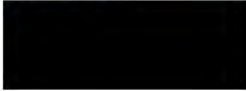
**From:** Marlin, Diane <[dwmartin@urbanaininois.us](mailto:dwmartin@urbanaininois.us)>  
**Sent:** Monday, August 10, 2020 1:41 PM  
**To:** Borman, Elizabeth <[eeborman@urbanaininois.us](mailto:eeborman@urbanaininois.us)>; Mitten, Carol <[cjmitten@urbanaininois.us](mailto:cjmitten@urbanaininois.us)>  
**Subject:**

Added a couple more edits

Diane Wolfe Marlin

Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Monday, August 10, 2020 1:41:25 PM  
**To:** Borman, Elizabeth; Mitten, Carol  
**Subject:**

Added a couple more edits

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



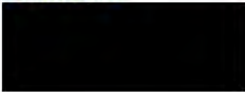
---

**From:** Marlin, Diane  
**Sent:** Wednesday, September 23, 2020 5:29:35 PM  
**To:** 'Evan Hensley'  
**Subject:** RE: [EXT] RE: Media Request

These positions are not in the Police Department. They are in the Executive Department, ultimately reporting to City Administrator and me.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Evan Hensley <ehensley@sbgvtv.com>  
**Sent:** Wednesday, September 23, 2020 5:19 PM  
**To:** Marlin, Diane <dwmardin@urbanailinois.us>  
**Subject:** Re: [EXT] RE: Media Request

So, these positions are more affiliated with the Board, rather than the police department?

---

**From:** Marlin, Diane <dwmardin@urbanailinois.us>  
**Sent:** Wednesday, September 23, 2020 3:53 PM  
**To:** Evan Hensley <ehensley@sbgvtv.com>; Seraphin, Bryant <seraphbd@urbanailinois.us>; Smysor, David <smysordg@urbanailinois.us>  
**Cc:** Mitten, Carol <cjmitten@urbanailinois.us>  
**Subject:** [EXT] RE: Media Request

**CAUTION:** This email originated from outside of Sinclair. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Evan,  
The Community Engagement Coordinator position has been filled. Mr. Lemond Peppers starts on the job on 9/28. One of his job responsibilities will be supporting work of the CPRB. He also will work with the Human Rights and Equity Officer, when that person is hired, and will engage in various community-based activities. The external search for the HREO position will begin soon.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[REDACTED]

---

**From:** Evan Hensley <[ehensley@sbgty.com](mailto:ehensley@sbgty.com)>  
**Sent:** Wednesday, September 23, 2020 3:33 PM  
**To:** Seraphin, Bryant <[seraphbd@urbanainlinois.us](mailto:seraphbd@urbanainlinois.us)>; Smysor, David <[smysordg@urbanainlinois.us](mailto:smysordg@urbanainlinois.us)>; Marlin, Diane <[dwmartin@urbanainlinois.us](mailto:dwmartin@urbanainlinois.us)>  
**Subject:** Media Request

Hello,

This is Evan Hensley with FOX Illinois in Champaign.

I will be tuning into tonight's Citizens Police Review Board.

Two things on the agenda include two new positions for the city and the police department.

I was wondering if you could tell me any info about the positions of Community Engagement Coordinator and the Human Rights and Equity Officer.

Are they currently working on being filled? What all will their job entail? Will they assist in some of the holes that are more difficult for the normal Law Enforcement Officer?

Thanks,

Evan Hensley  
FOX Illinois

---

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:52:45 AM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth; Clark, Vacellia  
**Subject:** PS: RE: Office of Equity and Human Rights

Iowa City has about 80,000 people, about the size of Champaign.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:44 AM  
**To:** Borman, Elizabeth <[eborman@urbanainlinois.us](mailto:eborman@urbanainlinois.us)>; Mitten, Carol <[cjmitten@urbanainlinois.us](mailto:cjmitten@urbanainlinois.us)>; Hannan, Elizabeth <[eahannan@urbanainlinois.us](mailto:eahannan@urbanainlinois.us)>; Clark, Vacellia <[vpclark@urbanainlinois.us](mailto:vpclark@urbanainlinois.us)>  
**Subject:** Office of Equity and Human Rights

Iowa City has an Office of Equity and Human Rights, with [a very ambitious plan](#) to address systemic racism and to reform policing.

“Human Rights and Equity Officer” vs “Human Relations Officer” for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

<https://www.icgov.org/city-government/departments-and-divisions/equity-and-human-rights>

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456





---

**From:** Marlin, Diane  
**Sent:** Thursday, July 16, 2020 9:44:01 AM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth; Clark, Vacellia  
**Subject:** Office of Equity and Human Rights

Iowa City has an Office of Equity and Human Rights, with [a very ambitious plan](#) to address systemic racism and to reform policing.

“Human Rights and Equity Officer” vs “Human Relations Officer” for Urbana? Human Rights and Equity Commission vs HRC? Below is link to this office in Iowa City.

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**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



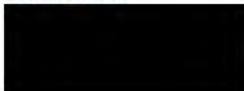
---

**From:** Marlin, Diane  
**Sent:** Wednesday, September 23, 2020 3:53:22 PM  
**To:** 'Evan Hensley'; Seraphin, Bryant; Smysor, David  
**Cc:** Mitten, Carol  
**Subject:** RE: Media Request

Hi Evan,  
The Community Engagement Coordinator position has been filled. Mr. Lemond Peppers starts on the job on 9/28. One of his job responsibilities will be supporting work of the CPRB. He also will work with the Human Rights and Equity Officer, when that person is hired, and will engage in various community-based activities. The external search for the HREO position will begin soon.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Evan Hensley <ehensley@sbgvtv.com>  
**Sent:** Wednesday, September 23, 2020 3:33 PM  
**To:** Seraphin, Bryant <seraphbd@urbanailinois.us>; Smysor, David <smysordg@urbanailinois.us>; Marlin, Diane <dwmarlin@urbanailinois.us>  
**Subject:** Media Request

Hello,

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Are they currently working on being filled? What all will their job entail? Will they assist in some of the holes that are more difficult for the normal Law Enforcement Officer?

Thanks,

Evan Hensley  
FOX Illinois

---

**From:** Brad Brackins  
**Sent:** Tuesday, July 07, 2020 3:02:24 PM  
**To:** Borman, Elizabeth  
**Cc:** Nancy Berkley  
**Subject:** RE: Urbana Market Peers

Liz,

To aid in your review of the proposed targeted peers, we have created a file which lists the proposed market peers (targets), in addition to a list of proposed classifications to be surveyed (benchmarks). For each, we have a column for you to indicate if you approve of the proposed target or benchmark and to indicate if you would like to add or delete any. Please review the file and return to us with your feedback. Thank you.

Kindest regards,

**Brad Brackins**

*Consultant*  
Evergreen Solutions, LLC  
2878 Remington Green Circle  
Tallahassee, FL 32308  
(850) 383-0110  
[www.ConsultEvergreen.com](http://www.ConsultEvergreen.com)

---

**From:** Brad Brackins  
**Sent:** Tuesday, July 7, 2020 3:18 PM  
**To:** 'Borman, Elizabeth' <eeborman@urbanaillinois.us>  
**Cc:** Nancy Berkley <Nancy@consultevergreen.com>  
**Subject:** Urbana Market Peers

Liz,

We are beginning to lay the groundwork for the upcoming salary and benefits surveys and need your input on a few items. First, we want to put together a list of about 20 market peers that we will approach for data. From the focus group questions, it was made abundantly clear that we should include the City of Champaign and the University of Illinois. However, we did not really receive any additional suggestions. Below you will find a list of proposed peers and we would appreciate it if you could review this list and recommend additional peers and also if any on the list should be removed. Thank you.

- City of Bloomington
- City of Champaign
- City of Danville
- City of Decatur
- City of Glen Ellyn
- City of Lafayette, IN
- City of Normal
- City of Springfield
- City of Terre Haute, IN
- Champaign County
- Macon County
- McLean County
- Sangamon County
- University of Illinois

Kindest regards,

**Brad Brackins**

*Consultant*  
Evergreen Solutions, LLC  
2878 Remington Green Circle  
Tallahassee, FL 32308  
(850) 383-0110  
[www.ConsultEvergreen.com](http://www.ConsultEvergreen.com)

---

**From:** Fletcher, Femi  
**Sent:** Monday, July 06, 2020 2:04:54 PM  
**To:** Borman, Elizabeth  
**Subject:** RE: Job Class/Position Control

This is SUPER helpful. I was adding the CD positions and updating the Community Engagement Coordinator. I just glanced at what you did for the new HRF positions. They look good to me! Thank you for doing that!

~F

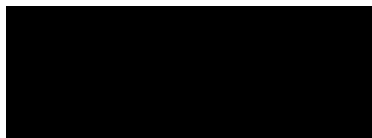
Femi N. Fletcher  
HR Generalist  
Human Resources | City of Urbana  
P 217.384.2451 | F 217.328.8288  
[urbanailinois.us/jobs](http://urbanailinois.us/jobs)

From: Marlin, Diane  
Sent: Wednesday, May 20, 2020 10:55:37 AM  
To: Marlin, Diane  
Subject: RE: Thoughts on last nights Public Input session

Scott,  
Thank you for sending the outreach document and your thoughtful comments. We've revised the Community Outreach Coordinator position and it reflects many of the areas included in your document. The Coordinator will support the CPRB and I'll expect them to develop a comprehensive engagement and education strategy.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

From: Marlin, Diane <dwmalin@urbanaininois.us>  
Sent: Monday, May 04, 2020 11:56 PM  
To: Marlin, Diane <dwmalin@urbanaininois.us>  
Subject: Fwd: Thoughts on last nights Public Input session

Sent from my iPhone

Begin forwarded message:

From: Scott Dossett <[dossett.scott@gmail.com](mailto:dossett.scott@gmail.com)>  
Date: April 28, 2020 at 9:40:22 AM CDT  
To: !City Council <[CityCouncil@urbanaininois.us](mailto:CityCouncil@urbanaininois.us)>, Scott Dossett <[dossett.scott@gmail.com](mailto:dossett.scott@gmail.com)>, "Clark, Vacellia" <[vpclark@urbanaininois.us](mailto:vpclark@urbanaininois.us)>  
Subject: **Thoughts on last nights Public Input session**

?

Dear Council Members

As always thank you for your service.

During last night's public input session I noted Council member Hursey's desire to facilitate police-youth interactions. I'm providing some input to that area of concern.

As you know, the current CPRB ordinance does not work to facilitate that group's efforts on outreach. Before I really got that through my thick skull I was hopeful about creating change. Here are a couple to URL's to places I used "back in the day" re: same.

**1. Helping kids and cops work together**

<https://kidsandcops.org/learn-more/>

**2. Helping teens and pre-drivers understand "the system" regarding traffic stops**

<https://www.youtube.com/watch?v=EsqdGvhnqjo>

NOTE: opinions differ as to approach here. I got too far ahead of the CPRB, the HRO and maybe everybody else after learning in '16 that "stop" training was mandated by law during drivers training. I never saw Preston James video. I think these efforts Can Not be police driven.

**3. CPRB brochure developed from our one outreach job Vis a Vis the ordinance**

Available at the City Building front door.

**4. Developing a comprehensive strategy to engage the community**

See word file attached. This is called Portland outreach doc because I took a file off of their system after searching around the country for same and marked it up. No traction in CPRB re: this. I'm done trying.

Please be well.

Thanks again for all you do for us.

Scott Dossett

---

**From:** Marlin, Diane  
**Sent:** Saturday, May 23, 2020 10:15:50 AM  
**To:** !City Council  
**Cc:** Mitten, Carol  
**Subject:** Feedback Requested and Updates

DO NOT REPLY ALL

Hello All,

█ [REDACTED]

- 2 We've updated the Community Outreach Coordinator job description and will submit it to the Civil Service Board for review in the coming week. Once it's approved, we will post it.

█ [REDACTED]

█ [REDACTED]

Hope you have a good Memorial Day weekend!  
#maskingforafriend

Subject: Re: community outreach coordinator

Good and thank you.

Sent from my iPhone

On May 14, 2020, at 5:03 PM, Clark, Vacellia <vpclark@urbanaillinois.us> wrote:

Great! This makes complete sense from an organizational standpoint. I look forward to working with the CPRB and the new Outreach Coordinator.

Thanks

Vacellia

---

From: Marlin, Diane <dwmarlin@urbanaillinois.us>  
Sent: Thursday, May 14, 2020 4:58 PM  
To: Clark, Vacellia <vpclark@urbanaillinois.us>  
Subject: community outreach coordinator

We're going to leave CPRB in the description, but you'll be staffing CPRB. That way, the coordinator can assist you, train for the position, and be ready to step into it when you leave. This will maintain continuity, but cover bases.

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456

[<image001.jpg>](#)

---

From: Marlin, Diane  
Sent: Wednesday, May 13, 2020 4:52:54 PM  
To: Seraphin, Bryant  
Subject: Use this version instead: Community Outreach Coordinator Job Description

Diane Wolfe Marlin  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:57 PM  
**To:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

Added to the pd; updated version attached.

---

**From:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:52 PM  
**To:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

See suggested adds below (in red).

---

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?


[Redacted text block]

[Redacted text block]

---

**From:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmarlin@urbanailinois.us](mailto:dwmarlin@urbanailinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

[Redacted text block]



---

**From:** Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <[dwmalin@urbanailinois.us](mailto:dwmalin@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

---

**From:** Marlin, Diane  
**Sent:** Thursday, May 14, 2020 8:43:24 AM  
**To:** Borman, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

Whats the new salary range for Pay Grade 238 for this position?

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:57 PM  
**To:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmalin@urbanailinois.us](mailto:dwmalin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

Added to the pd; updated version attached.

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**Sent:** Wednesday, May 13, 2020 3:52 PM  
**To:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmalin@urbanailinois.us](mailto:dwmalin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

See suggested adds below (in red).

---

**From:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>; Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

What would you think about adding this language to the Knowledge and Experience sections?

[REDACTED]

[REDACTED]

**From:** Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>; Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

[REDACTED]

**From:** Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <[dwmartin@urbanailinois.us](mailto:dwmartin@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
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**From:** Marlin, Diane  
**Sent:** Thursday, May 14, 2020 4:58:12 PM



**To:** Clark, Vacellia  
**Subject:** community outreach coordinator

We're going to leave CPRB in the description, but you'll be staffing CPRB. That way, the coordinator can assist you, train for the position, and be ready to step into it when you leave. This will maintain continuity, but cover bases.

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Friday, May 15, 2020 11:04:06 AM  
**To:** 'tracy.parsons@champaignil.gov'  
**Subject:** DRAFT AND CONFIDENTIAL: position description

Tracy, Attached is draft position description. We'd appreciate your feedback. Please do not share.  
Diane

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456



---

**From:** Marlin, Diane  
**Sent:** Wednesday, May 13, 2020 3:04:21 PM  
**To:** Borman, Elizabeth; Mitten, Carol; Hannan, Elizabeth  
**Subject:** RE: Community Outreach Coordinator Job Description

This person also has to be able to work inside the schools.  
And, this person has to be able to staff CPRB, right? Or will that be assigned to someone else?

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department



---

**From:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Sent:** Wednesday, May 13, 2020 3:03 PM  
**To:** Mitten, Carol <cjmitten@urbanailinois.us>; Hannan, Elizabeth <eahannan@urbanailinois.us>; Marlin, Diane <dwmalin@urbanailinois.us>  
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[Redacted]

[Redacted]

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**Sent:** Wednesday, May 13, 2020 2:02 PM  
**To:** Hannan, Elizabeth <eahannan@urbanailinois.us>; Marlin, Diane <dwmalin@urbanailinois.us>  
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**Subject:** RE: Community Outreach Coordinator Job Description

[Redacted]

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**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <dwmalin@urbanailinois.us>; Mitten, Carol <cjmitten@urbanailinois.us>  
**Cc:** Borman, Elizabeth <eeborman@urbanailinois.us>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz’s comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

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**From:** Hannan, Elizabeth <[eahannan@urbanailinois.us](mailto:eahannan@urbanailinois.us)>  
**Sent:** Wednesday, May 13, 2020 12:36 PM  
**To:** Marlin, Diane <[dwmalin@urbanailinois.us](mailto:dwmalin@urbanailinois.us)>; Mitten, Carol <[cjmitten@urbanailinois.us](mailto:cjmitten@urbanailinois.us)>  
**Cc:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** Community Outreach Coordinator Job Description

Diane & Carol – Here is an updated job description, which shows changes. Liz, Vacellia, and I all reviewed this.

Please note Liz's comment re pay grade, which is valid. We previously classified this based on factors that are unrelated to the actual work.

If you have comments, we can produce a clean version.

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**From:** Borman, Elizabeth  
**Sent:** Tuesday, May 05, 2020 2:37:15 PM  
**To:** Marlin, Diane  
**Subject:** Community Outreach Coordinator Job Description

Good afternoon Mayor,

Job description is attached; please make any changes you wish.

Thanks!  
Liz

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**From:** Borman, Elizabeth  
**Sent:** Thursday, May 14, 2020 8:50:08 AM  
**To:** Marlin, Diane  
**Subject:** RE: Community Outreach Coordinator Job Description

The minimum annual is \$56,291.99; norm is \$59,613.15 and the max is \$75,294.05

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**From:** Marlin, Diane <[dwmalin@urbanailinois.us](mailto:dwmalin@urbanailinois.us)>  
**Sent:** Thursday, May 14, 2020 8:43 AM  
**To:** Borman, Elizabeth <[eeborman@urbanailinois.us](mailto:eeborman@urbanailinois.us)>  
**Subject:** RE: Community Outreach Coordinator Job Description

Whats the new salary range for Pay Grade 238 for this position?

**Diane Wolfe Marlin**  
Mayor

City of Urbana | Executive Department  
400 S Vine St | Urbana IL 61801  
217.384.2456