

A Meeting of the Civil Service Commission (Act 78) was held Wednesday, March 6, 2007, at Troy City Hall, 500 W. Big Beaver Road in the Lower Level Conference Room. Chairman McGinnis called the meeting to order at 7:33 AM.

## **ROLL CALL**

**PRESENT:** Chairman Donald E. McGinnis, Jr.  
Commissioner David Cannon  
Commissioner Patrick Daugherty (Absent-Excused)

**ALSO PRESENT:** Phillip Nelson, City Manager, Lori Grigg-Bluhm - City Attorney, Peggy Sears - Human Resources Director, Charles Craft – Police Chief, Lieutenant Michael Lyczkowski, Representing TCOA, Officer Michael Geise, TPOA President, and Barbara A. Pallotta – Deputy City Clerk; and

John Higgins and Steve Standfest, EMPCO, Inc.

## **APPROVAL OF MINUTES:**

### **Approval of Minutes of Monday, March 8, 2006**

Resolution #CSC-2007-03-001

Moved by Cannon

Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the Minutes of the meeting of Wednesday, March 8, 2006 as presented.

Yes: All-2

No: None

Absent: Daugherty

## **PETITIONS AND COMMUNICATIONS:**

Peggy Sears advised that there are no content changes in the approval of qualifications, posting and test battery for Police Captain at this time.

### **Approval of Qualifications, Posting and Test Battery for Police Captain**

Resolution #CSC-2007-03-002

Moved by Cannon

Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the job qualifications, the posting, and the test battery for the recruitment of Police Captain as **PRESENTED**.

Yes: All-2  
No: None  
Absent: Daugherty

### **Approval of Qualifications, Posting and Test Battery for Police Lieutenant**

Peggy Sears advised that there are no content changes in the approval of qualifications, posting and test battery for Police Lieutenant at this time.

Resolution #CSC-2007-03-003

Moved by Cannon

Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the job qualifications, the posting, and the test battery for the recruitment of Police Lieutenant as **PRESENTED**.

Yes: All-2  
No: None  
Absent: Daugherty

### **Approval of Qualifications, Posting and Test Battery for Police Sergeant**

Peggy Sears advised that there are no content changes in the approval of qualifications and posting, and requested that John Higgins of EMPCO, Inc. outline the proposed changes for the test battery for Police Sergeant.

Mr. Higgins explained that the changes being recommended for Police Sergeant are in the review and challenge phase of the written test, in an attempt to make the written test as transparent as possible. He continued by stating that the test results will be forwarded to the department after the written exam has been scored. The applicants will meet together and be given a copy of the exam, a copy of the correct answers and a print-out of their own answers. candidates will be allowed one hour to review their test with the text book; no note taking will be permitted. Mr. Higgins believes these revisions will provide total transparency and will increase credibility to the process. He added that this will also provide the candidate with the opportunity for immediate review.

Chair McGinnis believes this new process will help to reduce challenges.

Mr. Higgins agreed and added that challenges will be accepted on the spot. The candidate will be given a form and once completed, will be forwarded to subject matter experts for review and decision. The challenge will either be accepted or denied; if accepted, EMPCO will rescore all tests and will score that item as though everyone answered correctly.

Lieutenant Lyczkowski asked if the new process is to merely facilitate challenges?

Mr. Higgins replied yes and added that in almost all cases there is no challenge.

City Attorney Bluhm asked if challenges could only be made during the hour review?

Mr. Higgins confirmed that challenges could only be made during the hour review.

Ms. Sears interjected that an orientation meeting explaining the entire process is held for the candidates prior to testing.

Resolution #CSC-2007-03-004

Moved by Cannon

Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the job qualifications, the posting, and the test battery for the recruitment of Police Sergeant as **PRESENTED**.

Yes: All-2

No: None

Absent: Daugherty

**NEW BUSINESS:**

**Election of Chairperson**

Resolution #CSC-2007-03-005

Moved by Cannon

Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **ELECTS Donald E. McGinnis, Jr.** as Chairperson of the Civil Service Commission (Act 78) for a period of one year.

Yes: All-2

No: None

Absent: Daugherty

**OLD BUSINESS: None**

**Adjournment:** The meeting was adjourned at 7:40 AM.

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Donald E. McGinnis, Jr., Chairman

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Barbara A. Pallotta, Deputy City Clerk