

A Meeting of the Civil Service Commission (Act 78) was held Tuesday, July 10, 2007, at Troy City Hall, 500 W. Big Beaver Road in the Lower Level Conference Room. Chairman McGinnis called the meeting to order at 7:40 AM.

## **ROLL CALL**

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

**ALSO PRESENT:** Peggy E. Sears, Human Resources Director  
Lori Grigg Bluhm, City Attorney  
John M. Lamerato, Assistant City Manager/Finance & Administration  
Charles Craft, Police Chief  
Barbara A. Pallotta, Deputy City Clerk  
Gary Mayer, Police Captain  
Ed Murphy, Police Captain  
Sergeant Robert Redmond, TCOA President  
Monica Irelan, Intern, City Manager's Office

## **APPROVAL OF MINUTES:**

### **a. Approval of Minutes of Wednesday, June 7, 2007**

Resolution #CSC-2007-07-013  
Moved by Cannon  
Seconded by McGinnis

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the Minutes of the meeting of Thursday, June 7, 2007 as presented.

Yes: McGinnis, Cannon  
No: None  
Absent: Daugherty

## **PETITIONS AND COMMUNICATIONS:**

### **a. Approval of Qualifications, Posting and Test Battery for Deputy Police Chief**

Peggy Sears, Human Resources Director explained that due to a restructuring of the Police Department, a new position, Deputy Police Chief, is being created and will report directly to the Police Chief.

Commissioner Cannon asked for further explanation regarding the salary range as described in the job announcement, specifically the phrase "with growth opportunities up to ..."

Ms. Sears responded that the pay scale is a broad range and the person hired generally would move to the midpoint range after 5 years of service. She explained that they did not want to mislead applicants into believing that they could be hired at the maximum of the range.

Captain Murphy raised an issue in regard to the educational portion of the job posting. He explained that only one of the three candidates currently holds a Masters Degree and he is concerned about that candidate having an unfair advantage. He indicated that the last posting for Police Chief did not include such a requirement.

Ms. Sears replied that the Human Resources Department proposed the minimum requirements for the job posting and added that applicant qualifications are not considered when the requirements are set. She added that the city has not recruited for the Police Chief position in 10 years and that as job responsibilities change over time so do the minimum requirements; it is likely that these degree requirements would be added to the requirements for the next Police Chief testing.

Ms. Sears noted that a Masters Degree is not a minimum requirement; it is preferred but not required.

Commissioner Cannon asked whether they have the authority to quantify the weight a Masters Degree would hold. He is concerned that it may be too late in the career of the candidates to achieve this requirement and added that although other credentials will be considered that the weight of possessing a Masters Degree may be the deciding factor at this point.

Ms. Sears replied that applicants are considered based on all factors such as recent job performance as well as whether they have the 'preferred' qualifications. She explained that a Masters Degree may not be given any consideration depending upon the candidate's other considerations (poor recent performance for example).

Commissioner Cannon would like to know how much weight a Masters Degree would carry before approving the qualifications, posting and test battery for the Deputy Police Chief position.

Chief Craft suggested that it could be made clear that the Masters Degree will not be a part of the Assessment Center evaluation conducted by EMPCO, Inc.

Chairman McGinnis suggested that they add, "but not necessary for consideration for the position" to the posting language.

Resolution #CSC-2007-07-014

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 Deputy Police Chief as **PRESENTED** with the caveat that following modifications: The fourth requirement, as listed under the Requirements (Promotional Applicants) shall be substituted with the following:

1. "Bachelors Degree in law enforcement or a related field and a Masters Degree in Public Administration or a related field are preferred BUT NOT NECESSARY FOR CONSIDERATION OF THE POSITION."
2. For this assessment cycle, a Masters Degree shall not be independently and exclusively considered as an assessment factor in the EMPCO, Inc. assessment rating.

Yes: McGinnis, Cannon

No: None

Absent: Daugherty

**NEW BUSINESS: None**

**OLD BUSINESS: None**

**ADJOURNMENT:** The meeting was adjourned at 8:19 AM.

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Donald E. McGinnis, Jr., Chairman

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Barbara A. Pallotta, Deputy City Clerk