

CIVIL SERVICE COMMISSION (ACT 78)
MINUTES - Final
Thursday, September 25, 2003 - 7:30 AM

A Meeting of the Civil Service Commission (Act 78) was held Thursday, September 25, 2003, at Troy City Hall, 500 W. Big Beaver Road in the Lower Level Conference Room. Chairman McGinnis called the meeting to order at 7:34 AM.

ROLL CALL

PRESENT: Chairman Donald E. McGinnis, Jr.
Commissioner Patrick Daugherty
Commissioner Norman (Don) Michaelson
Commissioner David Cannon

ALSO PRESENT: Lori Bluhm - City Attorney, Peggy Clifton - Human Resources Director, Police Chief Charles Craft, Captain Dane Slater, Officer Andrew Breidenich - TPOA President, Barbara A. Holmes - Deputy City Clerk, Sharalyn Arft - Human Resources Specialist, Jeanette Menig - Human Resources Specialist

Chair McGinnis acknowledged Troy City Council's September 22, 2003 reinstatement of Commissioner Cannon's term. On behalf of the Civil Service Commission, Chair McGinnis extended his appreciation to Mr. Don Michaelson for his contribution to the Commission during Commissioner Cannon's military leave of absence.

Approval of Minutes of January 30, 2003:

Resolution #CSC-2003-09-002
Moved by Daugherty
Seconded by Cannon

RESOLVED, That the Minutes of the meeting of January 30, 2003 be **APPROVED** as presented.

Yes: All-3

Petitions and Communications: None

New Business:

1 Approval of Job Qualifications, Posting and Test Battery for Police Sergeant and Lieutenant

Peggy Clifton informed the Commission that the City was requesting approval of the recruitment process for police officer and the promotional process for Police Sergeant and Police Lieutenant. Ms. Clifton indicated that the recommended process is the same as was utilized in the last recruitment and promotional cycle. She further informed the Commission that the Michigan Municipal League (MML) endorses EMPCO, Inc as a police department promotional and entry level testing service. Ms. Clifton also confirmed that EMPCO, Inc. adheres to the regulations outlined in Act 78.

Officer Andy Breidenich raised a concern regarding a change made to the last contract agreement related to the “Service Ratings” for Police Sergeant. According to a “Letter of Understanding” he received after the last contract was ratified, he understood that the 10% weight under “Service Ratings” had been reduced.

There was consensus of the Commission to table the Approval of Qualifications, Posting and Test Battery for Police Sergeant and Lieutenant in order to provide Human Resources with the opportunity to research the concern raised by Officer Breidenich.

2 Approval of Job Qualifications, Posting and Test Battery for Recruitment of Police Officers

Resolution #CSC-2003-09-003

Moved by Cannon

Seconded by Daugherty

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

Yes: All-3

1 Approval of Job Qualifications, Posting and Test Battery for Police Sergeant and Lieutenant (Con’t)

After confirmation, the Human Resources Department corrected the Police Sergeant posting reflecting an increase in the “Assessment Center” from a weight of 30% to 35% and a reduction in the “Service Ratings” from a weight of 10% to 5%.

Officer Breidenich agreed that the Commission should move forward with the approval of the posting as corrected.

Resolution #CSC-2003-09-004

Moved by McGinnis

Seconded by Cannon

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

Yes: All-3

Resolution #CSC-2003-09-005

Moved by McGinnis

Seconded by Daugherty

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

Yes: All-3

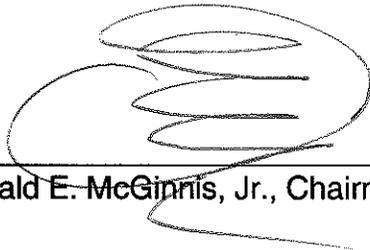
Resolution #CSC-2003-09-006
Moved by Cannon
Seconded by Daugherty

RESOLVED, That the Civil Service Commission (Act 78) hereby **APPROVES** the selection of EMPCO, Inc. to provide police lieutenant and sergeant promotional testing, and entry level police officer testing.

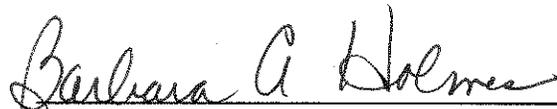
Yes: All-3

Old Business: None

Adjournment: The meeting was adjourned at 7:44 AM.



Donald E. McGinnis, Jr., Chairman



Barbara A. Holmes, CMC - Deputy City Clerk