

Civil Service Commission Meeting
Madison Heights, Michigan
July 30, 2024

A Civil Service Commission Meeting was held on Tuesday, July 30, 2024 at 9:30 AM at City Hall - Madison Room, 300 W. 13 Mile Rd.

PRESENT

Commissioner Kevin Scheid
Commissioner Ken Baughman
Commissioner Anthony Roberts

ALSO PRESENT

Civil Service Commission Attorney Larry Sherman
Human Resources Director Amy Mischak
Fire Chief Greg Lelito
Deputy City Manager/City Clerk Cheryl Rottmann

CSC-24-12. Civil Service Commission Minutes of May 9, 2024.

Motion to approve the Civil Service Commission meeting minutes of May 9, 2024, as printed.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

CSC-24-13. Fire Marshal Promotional Criteria/Methodology.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts to approve the following Fire Marshal Promotional Criteria/Methodology:

- 1) An assessment center conducted by EMPCO will count 50% toward the overall test score, followed by an oral board which will count 50% toward the overall test score. The maximum points on the assessment center: $100 \times 50\% = 50$ points maximum. The maximum points on the oral board: $100 \times 50\% = 50$ points maximum. The sum of the two is the overall test score.
- 2) The oral board panels shall be comprised as follows –

- a) Fire Chief, Acting Human Resources Director, and Fire Marshal from another jurisdiction
- 3) Upon completion of the entire Assessment Center and oral board processes, individual scores shall be provided.
- 4) Seniority points shall be awarded as additional points on the basis of 0.25 point for each full year since date of hire, up to a maximum of five (5) points for twenty (20) years of service. The overall test score + seniority points = total score.
- 5) In order to be placed on the promotional eligibility list, the applicant must have a total score of at least 70. Successful candidates will be placed on the promotional eligibility list in the order of the total scores, with the top scoring candidate listed first.
- 6) The top candidate shall be promoted first, and the remaining names on the list shall be eligible for future promotions. Eligibility lists shall remain in effect for two years from date of certification by the Civil Service Commission or until the list is exhausted, whichever comes first; this applies notwithstanding termination of the trial period.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-24-14. Adjournment.

Motion to adjourn the Civil Service Commission meeting at 9:33 a.m.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.