



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

CIVIL SERVICE COMMISSION MEETING AGENDA

APRIL 11, 2025 AT 9:30 AM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Civil Service Commission Minutes of January 27, 2025

MEETING OPEN TO THE PUBLIC

NEW BUSINESS

- [2.](#) Approval of Police Sergeant Eligibility List

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Civil Service Commission Meeting
Madison Heights, Michigan
January 27, 2025

A Civil Service Commission Meeting was held on Monday, January 27, 2025 at 9:30 AM at City Hall - Executive Conference 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 Tracee Miller
Deputy City Manager/City Clerk Cheryl Rottmann
Police Chief Brent LeMerise

CSC -25-1. Civil Service Commission Meeting Minutes of October 1, 2024.

Motion to approve the Civil Service Commission Meeting Minutes of October 1, 2024, as printed.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

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-25-2. Police Sergeant Certification Criteria for New Promotional List.

Motion to approve the Police Sergeant Certification Criteria for New Promotional List as follows and with consideration of the attached Letter of Understanding with the Union:

To approve an Assessment Center to be conducted by EMPCO, without a separate written exam as well as the information that follows regarding eligibility, seniority, minimum passing score, and terms and conditions:

A. ELIGIBILITY

Eligible candidates for Police Sergeant promotional testing must have at least five (5) years of sworn seniority in the Department as of the date of the Assessment Center.

B. SENIORITY

The eligibility list for the Police Sergeant will be determined based upon the following weighted percentages:

Assessment Center	95%
Seniority*	5%
Total	100%

The total scoring will consist of 95% Assessment Center and 5% Seniority.

*Seniority is calculated as one (1) full point for each full year of service above five (5) years plus 1/12th (0.833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated up to the date of the Assessment Center.

C. MINIMUM PASSING SCORE

A minimum passing Assessment Center score of seventy percent (70%) is required for a participant to be eligible for the final promotion eligibility list.

D. TERMS AND CONDITIONS

- The Assessment Center Panel will consist of currently hired or recently retired sworn Police service personnel from other cities (at least one rank higher than candidate). Officials from contiguous cities will not be eligible to serve on the panel.
- No late arrivals will be admitted once the Assessment Center begins. Any candidate who fails to report for, or is late to, the Assessment Center will be disqualified.
- The Assessment Center will be conducted by EMPCO, Inc. Candidates will be given a forty-five (45) calendar-day period to prepare for the Assessment Center.
- The Madison Heights Police Department's Policies & Procedures and Rules for Law Enforcement Operations may be applied during the Assessment Center.
- Assessment Center candidate feedback through EMPCO is authorized at the candidate's request.

In response to Commissioner Scheid's request for an update and review of the previously approved process, Chief LeMerise stated that today's proposed criteria is the same as last time. After changing to this process, all that took the Assessment Center passed. EMPCO and City staff feel this is more specific to the job they are actually doing and the union concurs with this method as it seems to be a better measure of job skills and success. Commissioner Scheid stated that he believes this change was forward thinking and will be better for the organization in the long run.

In response to Commission Attorney Sherman's question, Chief LeMerise stated four of the five candidates on the previous list were promoted. The fifth person is currently on a disability and if they return to active status in the next two years and there is a Sergeant opening, they will be promoted as specified in the Letter of Understanding between the union and the City.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

ADJOURNMENT

Having no further business, motion to adjourn the meeting at 9:47 a.m.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

DATE: April 4, 2025

TO: Madison Heights Civil Service Commission

FROM: Tracee L. Miller, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:30 am Friday, April 11, 2025
1. Police Sergeant Eligibility List Approval

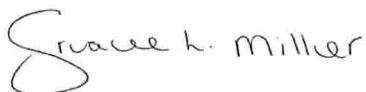
I am writing to formally request the approval of the promotional scores from the recent Assessment Center that was conducted on Thursday, March 27, 2025, for a period of two years from April 11, 2025. The candidates who participated in this examination have successfully met all the requirements and have demonstrated their qualifications for advancement within the department.

After thorough evaluation of their performance, the assessment team has compiled the final scores, which have been reviewed and confirmed. As part of the standard procedure for promotions, I am now seeking your approval of the promotional scores, which will enable us to proceed with the next steps in the promotion process.

The candidates who have qualified have shown exceptional dedication and commitment to their duties, and their promotions will be in the best interest of our department, enabling us to continue providing excellent service to the community.

Thank you for your time and consideration. I look forward to meeting with you on April 11th.

Sincerely,



Tracee L. Miller
Human Resources Director

attachment

c: Brent LeMerise, Police Chief
David Thayer, Police Officers Union President
Recruitment File

CITY OF MADISON HEIGHTS
PROMOTIONAL RECRUITMENT FOR:

POLICE SERGEANT
ELIGIBILITY LIST

PRINTED: 04/03/25
01:34 PM
approval date 4/11/2025
exp _____

RANK	LAST NAME	FIRST NAME	ACTUAL ASSESSMENT CTR**	95%		SENIORITY DATE	5%		COMPOSITE SCORE
				WEIGHTED ASSESSMENT	ASSESSMENT		POINTS *	SCORE	
3	BRADLEY	JOHN	80.5900	76.5605		1/30/2018	2.0833		78.6438
2	COOK	CHAD	84.2700	80.0565		9/10/2018	1.4998		81.5563
1	RANDOLPH	KARI	83.6800	79.4960		8/2/2017	2.5831		82.0791
4	VO	BRUCE	80.1500	76.1425		11/13/2017	2.3332		78.4757
5	WORKMAN	STEPHEN	75.6200	71.8390		6/17/2019	0.7497		72.5887

* One (1) full point for each year of service above five years plus .0833 points for each full month calculated to the date of the Assessment Center March 27, 2025. Maximum 5 points.

** minimum passing score 70%