



CITY OF MADISON HEIGHTS
CITY HALL - MADISON ROOM, 300 W. 13 MILE RD.
CIVIL SERVICE COMMISSION MEETING AGENDA
NOVEMBER 15, 2023 AT 9:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Civil Service Commission Meeting Minutes of August 16, 2023

MEETING OPEN TO THE PUBLIC

REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) Police Sergeant Eligibility List Certification
3. Police Sergeant Certification of Criteria for New Promotional 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
August 16, 2023

A Civil Service Commission Meeting was held on Wednesday, August 16, 2023, at 9:30 AM at City Hall - Madison Room, 300 W. 13 Mile Rd.

PRESENT

Chairperson Ken Baughman
Commissioner Anthony Roberts
Commissioner Kevin Scheid

OTHERS PRESENT

Police Chief Brent LeMerise
Fire Chief Greg Lelito
Human Resources Director Amy Mischak
Fire Captain Nate Figueroa
Fire Captain Brandon Stinnett
Assistant City Attorney Tim Burns
Deputy City Clerk Phommady A. Boucher

CSC-23-06. Civil Service Commission Meeting Minutes of May 10, 2023.

Motion made by Commissioner Scheid, Seconded by Chairperson Baughman, to approve the Civil Service Commission Meeting Minutes of May 10, 2023, as printed.

Voting Yea: Chairperson Baughman, Commissioner Roberts, and Commissioner Scheid

Motion carried.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

CSC-23-07. Police Lieutenant Eligibility List Test Update.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts, to receive and file the Police Lieutenant Eligibility List Test.

Voting Yea: Chairperson Baughman, Commissioner Roberts, and Commissioner Scheid

Motion carried.

CSC-23-08. Police Lieutenant Criteria - Next List.

Chief LeMerise informed that there are three current Lieutenants and one vacancy. Jeff Filzek is the new Deputy Chief, and there are eight current Sergeants and one in training.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to approve a new promotional process for Police Lieutenant and establish the following methodology:

60% Assessment Center

35% Written Examination

5% Seniority*

Total 100%

*Seniority is calculated as one (1) full point for each full year in grade plus 1/12th (.0833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the beginning of the written examination portion of the Assessment Center. Please note that there will be a separate written examination; the 35% written examination will not be incorporated into the Assessment Center.

And approve criteria so that **all non-probationary Sergeants as of the date of the written exam** are eligible to sit for the next Lieutenant promotional exam process.

The Assessment Center will be conducted under the same terms and conditions administered previously by EMPCO. These include:

- The Assessment Center Panel will consist of current or recently retired sworn Police service personnel from other cities (at least one rank higher). Officials from contiguous cities would not be eligible to serve on the panel. No late arrivals will be admitted once the Assessment Center or written examination portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- The written examination will be conducted by EMPCO. Candidates will be given at least a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers.
- A post-test candidate review of written examination questions and answers is authorized, and will be conducted by EMPCO at a candidate's request.
- Assessment Center candidate feedback through EMPCO is authorized upon a candidate's request. Candidates will be given opportunity for feedback prior to the eligibility list being presented to the Commission for certification.

- A minimum score of 70% will be applied to each step of the promotional process per the City's Letter of Understanding with the Union; furthermore, any candidate who fails to report or is late to the written examination or Assessment Center portion will be automatically disqualified and will not be eligible to continue through the process.

Voting Yea: Chairperson Baughman, Commissioner Roberts, and Commissioner Scheid

Motion carried.

CSC-23-09. Police Sergeant Promotional Criteria/Methodology.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to approve the promotional process for a new eligibility list for Police Sergeant, as follows:

- Eligible candidates must have at least five (5) years of sworn seniority on the Department as of the date of the written examination.
- The eligibility list for Police Sergeant will be determined based upon the following weighted percentages:

65% Written Examination

30% Oral Examination

5% Seniority*

Total 100%

*Seniority is calculated as one (1) full point for each year of service over five (5) years plus 1/12th (.0833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the beginning of the written examination.

- No late arrivals will be admitted once the written examination or oral interview portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- EMPCO, Inc. will conduct the written examination. Candidates will be given a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers. The release of categorical scores along with the overall written score is authorized. A post-test review shall be provided by EMPCO upon request of a candidate.
- EMPCO, Inc. will also conduct the oral examination. The interview panel shall consist of current or recently retired sworn Police service personnel from other cities (at least one rank higher). Officials from contiguous cities would not be eligible to serve on the panel.
- A minimum passing score of seventy percent (70%) is required for a participant to be eligible to participate further in the promotional process.

(Candidates who do not score 70% or more on the written test will not be eligible for the oral exam, and candidates who do not score 70% or more on the oral exam shall not be eligible for the composite scoring and final promotional eligibility list.)

Voting Yea: Chairperson Baughman, Commissioner Roberts, and Commissioner Scheid

Motion carried.

CSC-23-10. Fire Captain and Fire Lieutenant Promotional Criteria/Methodology.

Human Resources Director Mischak proposed that the assessment be conducted by a company selected and agreed to by both parties, the City and the Union. Based on contract negotiations for the July 1, 2021- June 30, 2025, Collective Bargaining Agreement, the following has been recommended by staff.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts, to approve the Fire Captain and Fire Lieutenant Promotional Criteria and Methodology, as follows:

- An assessment center conducted by an outside agency 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.
- The oral board panels shall be comprised as follows - a) Lieutenant: Fire Chief and two (2) MHFD Captains. b) Captain: Fire Chief, Human Resources Director, and Senior MHFD Captain or a Fire Chief from another jurisdiction.
- Upon completion of the entire Assessment Center and oral board processes, individual scores shall be provided.
- 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.
- 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.
- 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.

- The provisions of this Letter of Agreement apply to all vacancies which arise after the date of ratification, and all flow-through vacancies resulting from same, even if the trial period terminates before those vacancies are actually filled.”

And to further approve EMPCO to conduct the Assessment Center for both Fire Captain and Fire Lieutenant exams for 50% of the overall test score and the new mutually agreed upon above testing procedures to include oral boards as outlined above for the remaining 50% of the overall test score.

Voting Yea: Chairperson Baughman, Commissioner Roberts, and Commissioner Scheid

Motion carried.

CSC-23-11. Adjournment.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid, to adjourn the meeting at 9:55 a.m.

Voting Yea: Chairperson Baughman, Commissioner Roberts, and Commissioner Scheid

Motion carried.

DATE: November 6, 2023

TO: Madison Heights Civil Service Commission

FROM: Amy J. Misczak, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:00 am Wednesday, November 15, 2023

1. Police Sergeant Eligibility List Certification
2. Police Sergeant Eligibility List – Certify Criteria for New List

1. Police Sergeant Eligibility List Certification

Attached for the Commission's review are the scores and rankings for the promotional position of Police Sergeant. The scores were calculated by the undersigned and checked by Chief LeMerise. Candidates were provided the opportunity to contact EMPCO for review; however, each candidate voluntarily declined this offer.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first, noting the anticipated exhaustion of this list is no later than December 2023.

2. Police Sergeant Certification of Criteria for New Promotional List

The eligibility list for Police Sergeant as approved in Item #1 above is anticipated to be exhausted in December 2023, and there are two planned retirements of Sergeants in the spring of 2024. Chief LeMerise has requested, and received, authorization to begin the promotional process for a new eligibility list for Police Sergeant. This new list will not be certified until after the November 2023 list above is exhausted; however given staffing and operational considerations at the Police Department, the City would request the Commission to approve the following criteria immediately so the promotional process can begin as soon as possible:

- Eligible candidates must have at least five (5) years of sworn seniority on the Department as of the date of the written examination.
- The eligibility list for Police Sergeant will be determined based upon the following weighted percentages:

65%	Written Examination
30%	Oral Examination
<u>5%</u>	Seniority*
Total	100%

*Seniority is calculated as one (1) full point for each year of service over five (5) years plus $1/12^{\text{th}}$ (.0833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the beginning of the written examination.

- No late arrivals will be admitted once the written examination or oral interview portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- EMPCO, Inc. will conduct the written examination. Candidates will be given a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers. The release of categorical scores along with the overall written score is authorized. A post-test review shall be provided by EMPCO upon request of a candidate.
- EMPCO, Inc. will also conduct the oral examination. The interview panel shall consist of current or recently retired sworn Police service personnel from other cities (at least one rank higher). Officials from contiguous cities would not be eligible to serve on the panel.
- A minimum passing score of seventy percent (70%) is required for a participant to be eligible to participate further in the promotional process. (Candidates who do not score 70% or more on the written test will not be eligible for the oral exam, and candidates who do not score 70% or more on the oral exam shall not be eligible for the composite scoring and final promotional eligibility list.)

Thank you for your time and consideration. I look forward to meeting with you on August 8th.

Sincerely,



Amy J. Misczak
Human Resources Director

attachment

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

CITY OF MADISON HEIGHTS
PROMOTIONAL RECRUITMENT FOR:

POLICE SERGEANT
ELIGIBILITY LIST

certified _____

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RANK	LAST NAME	FIRST NAME	ACTUAL WRITTEN**	65% WEIGHTED WRITTEN	ACTUAL ORAL**	30% WEIGHTED ORAL	SENIORITY DATE	5% SENIORITY POINTS *	COMPOSITE SCORE
1	RAYNER	JAMES	72.0000	46.8000	87.7800	26.3340	01/05/18	0.7497	73.8837
	BAKER	THOMAS	72.0000	46.8000	63.6300	N/A	N/A	N/A	N/A
	KARAJ	LURIS	69.0000	N/A	N/A	N/A	N/A	N/A	N/A
	KOWALSKI	AARON	66.0000	N/A	N/A	N/A	N/A	N/A	N/A
	COOK	CHAD	64.0000	N/A	N/A	N/A	N/A	N/A	N/A
	BLEVINS HOWARD	ASHLEY	62.0000	N/A	N/A	N/A	N/A	N/A	N/A
	WALKER	KIRK	60.0000	N/A	N/A	N/A	N/A	N/A	N/A
	KREGER	KYLE	56.0000	N/A	N/A	N/A	N/A	N/A	N/A

* 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 written exam October 26, 2023

**minimum passing score 70%