



CITY OF MADISON HEIGHTS
CITY HALL - MADISON ROOM, 300 W. 13 MILE RD.
CIVIL SERVICE COMMISSION MEETING AGENDA
AUGUST 08, 2022 AT 10:00 AM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Approval of Special Minutes - March 16, 2022

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) Police Sergeant Eligibility List
- [3.](#) Police Lieutenant 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.

A Special Meeting of the Madison Heights Civil Service Commission was called to order by Commissioner Baughman on Wednesday, March 16, 2022 at 9:00 a.m. at City Hall at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Commissioners Baughman, and Scheid. Civil Service Commission Legal Advisor L. Sherman, City Clerk Rottmann.

Absent: Commissioner Crossley.

Also Present: Human Resources Director Mischak and Police Chief Haines.

CSC-22-01. Excuse Commissioner.

Motion by Baughman, seconded by Scheid, to excuse Commissioner Crossley from today's Civil Service Commission meeting.

Yeas: Baughman, Scheid

Nays: None

Absent: Crossley

Motion carried.

CSC-22-02. Approval of Minutes.

Motion by Commissioner Scheid, seconded by Commissioner Baughman, to approve the Special Meeting minutes of 11-18-21 as printed.

Yeas: Baughman, Scheid

Nays: None

Absent: Crossley

Motion carried.

CSC-22-03. Meeting Open to the Public.

There were no public comments.

CSS-22-04. Establish Criteria and Methodology for Police Lieutenant Promotion.

Motion by Commissioner Baughman, seconded by Commissioner Scheid, to establish criteria and methodology for Police Lieutenant promotion as follows:

	60%	Assessment Center
	35%	Written Examination
	<u>5%</u>	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.

Eligible candidates for Police Lieutenant must possess two (2) years seniority in the grade of Sergeant as of the beginning date of the written exam portion of the Assessment Center.

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.

Yeas: Baughman, Scheid
Nays: None
Absent: Crossley
Motion carried.

CSC-21-05. Establish Criteria and Methodology for Police Sergeant Promotion.

Motion by Commissioner Scheid, seconded by Commission Baughman, to approve the established criteria and methodology for Police Sergeant promotion 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
<u>5%</u>	Seniority*
Total 100%	

*Seniority is calculated as one (1) full point for each year of service over five (5) years plus 1/12th (.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.)

Yeas: Baughman, Scheid
Nays: None
Absent: Crossley
Motion carried.

CSC-21-06. Adjournment.

Motion by Commissioner Baughman, seconded by Commissioner Scheid, to adjourn the meeting at 9:08 a.m.

Yeas: Baughman, Scheid
Nays: None
Absent: Crossley
Motion carried.

Cheryl E. Rottmann, City Clerk

DATE: July 27, 2022

TO: Madison Heights Civil Service Commission

FROM: Amy J. Misczak, Human Resources Director

SUBJECT: Special Meeting Agenda for 10:00 am Monday, August 8, 2022

1. Police Sergeant Eligibility List
2. Police Lieutenant Eligibility List

1. Police Sergeant Eligibility List

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 Haines. 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.

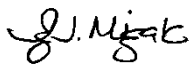
2. Police Lieutenant Eligibility List

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

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first.

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: Corey Haines, Deputy City Manager/Police Chief
David Koehler, Command Officers Union President
Recruitment File

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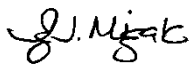
2. Police Lieutenant Eligibility List

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

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first.

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

Sincerely,



Amy J. Misczak
Human Resources Director

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