

Civil Service Commission Meeting
Madison Heights, Michigan
March 06, 2024

A Civil Service Commission Meeting was held on Wednesday, March 06, 2024 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

OTHERS PRESENT

City Attorney Larry Sherman
Deputy Police Chief Jeff Filzek
Human Resources Director Amy Mischak
Deputy City Manager/City Clerk Cheryl Rottmann

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

CSC-24-01. Appointment of Civil Service Commission Member - Board Appointment.

Motion to appoint Anthony Roberts as the Commission Appointment to the Civil Service Commission with a term to expire 2/28/30.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman

Motion carried.

CSC-24-02. Police Sergeant Eligibility List Certification.

Motion to certify the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first, as follows:

1. Baker, Thomas

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-24-03. Police Sergeant Certification Criteria for New Promotional List.

Human Resources Director Mischak stated that the eligibility list for Police Sergeant in the previous item is anticipated to be exhausted in March 2024. As the Commission will note, we have held two promotional exams for the position of Police Sergeant in the last few months. Only two candidates out of a field of eight passed the written exam held on October 30, 2023, and only one candidate out of a field of eight passed the subsequent exam on January 30, 2024. The City and the Police Administration have discussed this unique circumstance, given the fact that the Department is currently short one Lieutenant and two Sergeants, with yet another Sergeant retiring in March 2024. Additional discussions took place with the President of EMPCO, who informed us that many agencies are having difficulty with candidates being able to pass a written exam. After discussing several options, the Police Chief, Deputy Police Chief and Human Resources all agreed that the Assessment Center would be our best option for the next exam, as it provides for evaluating “real life” scenarios and a strong indicator of candidate success, without a separate written exam. The Chief and/or Deputy Chief will work with EMPCO to include Madison Heights Policies and Procedures as well as basic criminal law in the “in-box” exercise of the Assessment Center. Given the critical need in the Department for Command Officers, the City reached an agreement with the Police Officers Union which is the bargaining unit whose members test for Police Sergeant. The parties have agreed to request that the Commissioners approve an Assessment Center to be conducted by EMPCO, without a separate written exam. Candidates must have a minimum of five (5) years of sworn seniority with the Department, and the Assessment Center will count as 95% of the overall score, with 5% seniority the remaining component as outlined in the Letter of Understanding. As required by the Letter of Understanding, the parties will revisit Police Sergeant promotional methodology and criteria after the final results are received to determine if the Assessment Center process is suitable for future promotions. We will present our recommendations at the Civil Service Meeting when this Police Sergeant eligibility list is scheduled for certification.

Commissioner Scheid concurred that it has been difficult to get passing scores on the promotional exams.

Deputy Chief Filzek noted that this problem is not unique to Madison Heights but is occurring in the surrounding communities as well.

Commissioner Baughman commented that this is a problem that is going to continue and may be related to how teaching methods have changed over the years.

In response to Commissioner Baughman's question, Deputy Chief Filzek stated the Assessment Center consists of inbox exercises, an oral interview, a six-minute presentation, role play scenarios, and training exercises. While each process is scored individually, the score is cumulative. It is a 3-4 hour process.

In response to Commissioner Roberts' question, Deputy Chief Filzek stated that the applicants have 2-4 weeks to prepare for the Assessment and the inbox exercise is written utilizing a laptop.

Commissioner Scheid noted that the Assessment Center has been deemed as the best predictor of success and is a valid tool; however, he finds it troubling that applicants are

having difficulty passing written exams since this type of communication skill is still needed.

Motion to approve an Assessment Center to be conducted by EMPCO, without a separate written exam for the Police Sergeant Certification and Criteria. Candidates must have a minimum of five (5) years of sworn seniority with the Department, and the Assessment Center will count as 95% of the overall score, with 5% seniority the remaining component as outlined in Item #4 of the Letter of Understanding. As required by the Letter of Understanding, the parties will revisit Police Sergeant promotional methodology and criteria after the final results are received to determine if the Assessment Center process is suitable for future promotions.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-24-04. Civil Service Commission Meeting Minutes of December 12, 2023.

Motion to approve the Civil Service Commission Meeting minutes of December 12, 2023, as printed.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

CSC-24-05. Adjournment.

Motion to adjourn the Civil Service Meeting at 9:51 a.m.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.