



# Civil Service Commission

Macomb County Sheriff's Office  
40 North Main Street  
Mount Clemens, MI 48043

## COMMISSIONERS

Robert Stanley, Chairman  
William A. Froberg, Vice-Chairman  
Diane McGee, Commissioner

Carmella Sabaugh  
Macomb County Clerk

## **MACOMB COUNTY SPECIAL CIVIL SERVICE COMMISSION MEETING**

Wednesday, December 4, 2013 - 9:00 A.M.  
County Clerk's Conference Room – 1<sup>st</sup> Floor

### MINUTES

The Macomb County Civil Service Commission held a Special Meeting on Wednesday, December 4, 2013 in the County Clerk's Conference Room on the 1st floor of the Macomb County Circuit Court Building. The Chairman called the meeting to order at 9: 00 a.m. with the following members present:

Present: Robert Stanley, Chairman  
William Froberg, Vice-Chairman  
Diane McGee, Commissioner

Also present: Lt. Walter Zimny, Sheriff's Office Representative  
Orletta Cross, Human Resources and Labor Relations  
John Schapka, Corporation Counsel

### **ADOPTION OF AMENDED AGENDA**

#### **MOTION**

A motion was made by Vice-Chairman Froberg to adopt the Amended Agenda for December 4, 2013, supported by Commissioner McGee. **THE MOTION CARRIED.**

### **PUBLIC PARTICIPATION**

None

### **PERSONNEL**

### **RECLASSIFY DISPATCH SUPERVISOR LAURA PEEPLES TO NEWLY CREATED COMMUNICATION ADMINISTRATOR POSITION WITHIN THE COAM BARGAINING GROUP**

#### **MOTION**

A motion was made by Commissioner McGee to reclassify Laura Peeples to newly created Communication Administrator position and requiring any future promotions to Communication Administrator to be posted and filled competitively according to a promotional procedure to be established by the Commission, supported by Vice-Chairman Froberg.

## **REVIEW AND APPROVE QUALIFICATIONS AND PROCEDURES FOR ELIGIBILITY LIST FOR PROMOTION TO DISPATCHER SUPERVISOR:**

Following review and discussion the Commissioners determined that to fill the immediate need for a Dispatcher Supervisor:

A 2014 Dispatcher Supervisor E-List will be created and be valid for one year. The procedure for the 2014 E-List only will be:

1. Update Dispatcher Supervisor job description.
2. Update Civil Service Commission application (as it pertains to Dispatcher Supervisor)
3. Post the vacancy using Neo-Gov through HRLR.

Job requirements / qualifications for the 2014 E-List only are:

- Open to Internal / External candidates
- No video or written examination will be conducted - however, both internal and external candidates must have passed the Ergometric CallTaker Exam (or comparable test) within the last ten years and must provide documentation of passing score
- Must have a minimum of 3 years of dispatcher experience
- Must apply through Neo-Gov AND also submit the paper civil service application with all required attachments to the Clerk's Office (applicant needs to take oath as to accuracy of application and also we need original signature on waiver to allow for background check and medical testing)

Candidates meeting these minimum qualifications will then submit to Internal / External Oral Boards. At our meeting next week, on Wednesday, December 11, oral scoring sheets will be created and the mathematical formula for arriving at a final score will be created, which includes determining the components of that final score (experience, education, oral board scores, etc.) and the amount of weight to be given to each component (for example, % for experience, % for oral boards, etc.)

In 2015 the Dispatcher Supervisor Eligibility List will be:

- Internal only
- Valid for two years
- A written examination will be developed
- Other components to be worked out within the next year

### **MOTION**

A motion was made by Commissioner McGee to adopt the procedure outlined above to establish a one-year 2014 Dispatcher Supervisor Eligibility List and beginning in 2015 to establish a two-year Dispatcher Eligibility List, supported by Vice-Chairman Froberg. **THE MOTION CARRIED.**

### **ADJOURNMENT**

### **MOTION**

A motion was made by Chairman Stanley to adjourn the meeting at 10:45 a.m., supported by Vice-Chairman Froberg. Meeting adjourned until the next Civil Service Commission meeting on Wednesday, December 11, 2013 at 9 a.m. in the County Clerk's Conference Room on the 1<sup>st</sup> Floor of the Macomb County Circuit Court Building. **THE MOTION CARRIED**

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Lynn K Brown, Secretary to  
Macomb County Civil Service Commission

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Carmella Sabaugh, Macomb County Clerk