

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES

June 19, 2019

5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Mr. John Russi, Vice Chair
Mr. Eric Jackson, Member
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:30 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present. Also in attendance: Ms. Kelly Reed, UAW 412, Unit 52 Chairperson, Ms. Therese Ciaramella, UAW 412, Unit 52 Steward, Ms. Erin Thomas, UAW 412, Unit 52 Secretary, Ms. Michele Cantalupo, Property Appraiser II, Ms. Lisa Murray, Personnel Director and Mr. Dan Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

Mr. Butler made a motion to approve the agenda as presented. Mr. Jackson seconded. The motion passed unanimously.

III. APPROVAL OF APRIL 17, 2019 MEETING MINUTES:

Mr. Butler made a motion to approve the minutes as presented. Mr. Russi seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve waiving the Appraiser Technician written examination. Mr. Jackson seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the Appraiser Technician oral examination. Mr. Jackson seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve waiving the Appraisal Clerk II written examination. Mr. Russi seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the Appraisal Clerk II oral examination. Mr. Jackson seconded. The motion passed unanimously.
- E. The Commission directed the Personnel Director to give Ms. Michele Cantalupo forms to complete regarding having a job study performed on her position.

- F. Mr. Butler made a motion to approve the revised Communication Support Specialist job description. Mr. Russi seconded. The motion passed unanimously.
- G. Mr. Butler made a motion to approve the revised Communication Support Specialist job posting. Mr. Russi seconded. The motion passed unanimously.
- H. Discussion ensued regarding the Project Manager job description. No action was taken.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Appraiser Technician position in the Assessing Department.
- B. The Personnel Director informed the Commission regarding the status of the Appraisal Clerk II position in the Assessing Department.
- C. The Personnel Director informed the Commission regarding the status of the Election Coordinator position in the Clerk's Office.
- D. The Personnel Director informed the Commission regarding the status of the Equipment Operator position in the Department of Public Services, Facilities & Operations Division.
- E. The Personnel Director informed the Commission regarding the status of the Office Clerk II position in the Planning Department.
- F. The Personnel Director informed the Commission regarding the status of the Custodian position in the Department of Public Services, Facilities & Operations Division.
- G. The Personnel Director informed the Commission regarding the recommendation of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

Ms. Kelly Reed, UAW 412, Unit 52 Chairperson, Ms. Therese Ciaramella, UAW 412, Unit 52 Steward and Ms. Erin Thomas, UAW 412, Unit 52 Secretary opposed that testing was waived for the Appraiser Technician and Appraisal Clerk II positions. They indicated that their contract states written testing and that these two positions are in their collective bargaining agreement. Ms. Lisa Murray, Personnel Director and the Commission stated the following: the portion of the contract that requires written testing is referring to promotions and transfers within their bargaining unit and once a position leaves their membership the Civil Service rules apply at that point. Under Section 14 of the Civil Service Rules; Type and Content of Examinations: The Personnel Director shall determine the content of the examination by using appropriate resources relevant to each classification and by consulting with the appropriate department head. Examinations may be assembled or non-assembled, and may include written or oral questions, interviews, practical training and experience testing, or any combination of these. Examinations may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, or any other qualification or attributes which, in the judgment of the Commission, assist in determining applicant fitness.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, July 24, 2019.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:40 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray
Personnel Director
Employees Civil Service
Charter Township of Clinton