

# **CIVIL SERVICE COMMISSION**

COUNTY CLERK'S OFFICE

MACOMB COUNTY SHERIFF DEPARTMENT

MACOMB COUNTY COURT BUILDING

MOUNT CLEMENS, MICHIGAN 48043

469-5206

## **COMMISSIONERS**

Michael J. DiTrapani  
William A. Froberg  
Alberta A. McLonis

CARMELLA SABAUGH  
COUNTY CLERK

## **ANNUAL REPORT OF THE MACOMB COUNTY SHERIFF'S DEPARTMENT CIVIL SERVICE COMMISSION**

# **1998**

**MACOMB COUNTY CLERK'S OFFICE  
40 N. MAIN  
MOUNT CLEMENS, MICHIGAN 48043**

January 1, 1999

To The Honorable Board of Commissioners  
For the County of Macomb

Dear Commissioners:

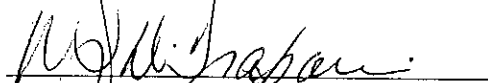
In accordance with the Public Act 298 of 1966, the Macomb County Civil Service Commission is submitting to your Honorable Board and to the people of Macomb County its 1998 Annual Report, setting forth the various activities of the Civil Service Commission during the year ending December 31, 1998.

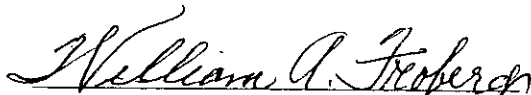
The Civil Service Commission extends its sincere appreciation at this time to the members of the Board of Commissioners, the officials and employees of the County and all others who have given their cooperation and assistance to this Commission in carrying out the various phases of its personnel program. It especially wishes to thank those who served as members of its examining boards or as collaborators in connection with the preparation of examinations and classification studies.

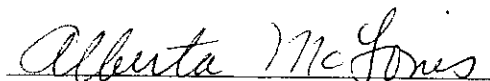
The understanding and support of such persons and their interest and cooperation have been vital factors in making the Civil Service Commission's accomplishments possible.

Sincerely,

MACOMB COUNTY CIVIL  
SERVICE COMMISSION

  
Michael J. DiTrapani, Chairman

  
William A. Froberg, Vice-Chairman

  
Alberta McLonis, Commissioner

## **HISTORY**

On November 8, 1966 the electorate of the County of Macomb voted 61,903 to 30,324 to adopt the following proposition:

Shall Act No. 298 of the Public Acts of 1966, entitled, "An Act to establish and provide a Board of Civil Service Commissioners for Sheriff's departments in certain counties, to provide a civil service system based upon examination and investigation as to merit, efficiency and fitness for appointment, employment and promotion of all officers and men appointed in the department; to regulate the transfer, reinstatement, suspension and discharge of said officers; and to provide for referendums," be adopted?

Act 298 of 1966 is the Commission's "bible". It spells out their responsibilities and are of authority.

Besides the Act itself, on April 22, 1968 the Commission adopted a set of Rules & Regulations, which is adhered to.

## **PRESENT MACOMB COUNTY CIVIL SERVICE COMMISSIONERS**

Michael J. DiTrapani	Elected	10/26/95 to 12/31/2000
William A. Froberg	Appointed	1/1/97 to 12/31/2002
Alberta McLonis	Appointed	1/1/98 to 12/31/2005

## MEETINGS

On numerous occasions the Civil Service Commission met with employees and their representatives, department heads and others. Some of these meetings were the result of appeals from actions of the Commission or others authorized to act in personnel matters. Many were in the nature of conferences in which various personnel problems were discussed.

◆ Regular Meetings	12
◆ Special Meetings	16
◆ Educational Seminars	1
◆ Written Examinations	4
-Sergeant - 1	
-Corrections Corporal	
-Corrections Leader	
-Inspector	
◆ Oral Examinations	3
-Sergeant -1	
-Corrections Corporal	
-Corrections Leader	
◆ Appeal Hearings	2
-Disciplinary (1)	
-Testing (1)	
◆ Physical Examinations	52
and	
Psychological Evaluations	50
<b>TOTAL</b>	<b>140</b>

## EDUCATIONAL SEMINARS

In December of 1998, the Board of Commissioners approved the attendance of the Civil Service Commissioners at a MLEOTC/COLES approved Seminar conducted by the Michigan Municipal League. The Seminar was entitled Basic Supervision, Discharge and Discipline. The information gained will be most valuable in dealing with future appeals.

## EXAMINATIONS

**OPEN COMPETITIVE:** All examinations authorized by the Civil Service Commission include one or more types of tests. The type of tests to be used in a given examination depends upon the qualifications, which it is desired to measure. The Macomb County Human Resources and S & R Associates administered the examinations. The Sheriff Department Civil Service Commission oral review board monitors oral interviews.

These tests include written examinations to measure information or aptitude and oral interviews to evaluate personality and adaptability to the position being sought. The medical examination and psychological evaluation are the final tests prior to employment.

**PROMOTIONAL:** A departmental or promotional examination usually consists of a written and oral. S & R Associates also administers these.

## RECRUITMENT PROGRAM

During the year of 1998, applications were accepted for 16 positions, resulting in a two (2) year eligibility list for each position.

The following breakdowns indicate the number of applications accepted and completed in 1998; and the number of applicants employed from those eligibility lists approved in 1998.

### APPLICATIONS RECEIVED

Correction Officer	58
Clerical (Includes Dispatcher)	24

### Classification Breakdown

Correction Officer	58
Account Clerk I	10
Account Clerk II	9
Account Clerk III	9
Account Clerk IV	12

Administrative Secretary	7
Senior Secretary	7
Secretary	9
Computer Maintenance	11
Typist Clerk I	8
Typist Clerk II	6
Typist Clerk III	6
Typist Clerk IV	7
Reimbursement Specialist	5
Telephone Operator	2
Dispatcher	2

Not all applicants are tested. Some are rejected because they do not meet the qualifications required for admission or they fail to appear for examinations when scheduled.

**APPLICANTS HIRED – 1998**

Correction Officers	34
Dispatchers	3
Computer Maintenance	2

### PROMOTIONAL TESTING – 1998

#### Written Examinations:

1/8/98	Sergeant-1	Eleven (11) Tested
3/10/98	Corrections Corporal	Three (3) Tested
7/16/98	Corrections Leader	Ten (10) Tested
12/14/98	Inspector IX	Two (2) Tested

#### Oral Examinations:

2/12/98	Sergeant-1	Four (4) Tested
2/17/98	Sergeant-1	Seven (7) Tested
4/27/98	Corrections Corporal	Three (3) Tested
4/28/98	Corrections Leader	Five (5) Tested
4/29/98	Corrections Leader	Five (5) Tested

### PROMOTIONS – 1998

Sergeant VII <i>Promoted</i> to Lieutenant	1
Sergeant –1 <i>Promoted</i> to Sergeant VII	5
Correction Officer <i>Promoted</i> to Corrections Leader	1
Corrections Leader <i>Promoted</i> to Corrections Corporal	1
Deputy <i>Promoted</i> to Sergeant 1	3
Correction Officer <i>Promoted</i> to Deputy	12

Secretary <i>Promoted</i> to Senior Secretary	1
Computer Maintenance <i>Promoted</i> to Secretary	1

TOTAL PROMOTIONS WITHIN THE DEPARTMENT 25

### CLASSIFICATION PLAN

At the inception of Civil Service at the Macomb County Sheriff Department in 1966, the originating Civil Service Commission requested a survey be made by the staff of the State Department of Civil Service, of the Sheriff Department and its then present classification. The result of many hours of research and compilation was a workable plan, which was adopted and used by all the Civil Service Commissions to date.

The Civil Service Commission's classification plan facilitates the conduct of all phases of personnel administration at the Macomb County Sheriff Department on a systematic and equitable basis. It serves as a basis for the development of a comprehensive personnel program by the Civil Service Commission. By emphasizing an impartial approach, the classification plan helps to avoid a personalized treatment of work and serves as a safeguard against favoritism.