

Macomb County
Civil Service Commission

40 North Main Street
Mount Clemens, Michigan 48043
(586) 469-5120

2002
ANNUAL REPORT

~ CIVIL SERVICE COMMISSION ~
MACOMB COUNTY SHERIFF DEPARTMENT

PREPARED BY:
MACOMB COUNTY CLERK'S OFFICE
40 NORTH MAIN STREET
MOUNT CLEMENS, MICHIGAN 48043

Commission Members

James R. Cowan

William A. Froberg

Alberta A. McLonis

Carmella Sabaugh, Clerk

<http://www.co.macomb.mi.us>

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January 1, 2003

Dear Macomb County Board of Commissioners:

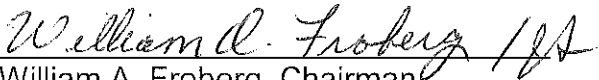
In accordance with the Public Act 298 of 1966, the Macomb County Civil Service Commission is submitting to your Honorable Board and to the people of Macomb County its 2002 Annual Report, setting forth the various activities of the Civil Service Commission during the year ending December 31, 2002.

The Civil Service Commission extends its sincere appreciation at this time to the members of the Board of Commissioners, Sheriff Department, 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


William A. Froberg, Chairman


Alberta McLonis, Vice-Chairman


James Cowan, Commissioner


Carmella Sabaugh
Macomb County Clerk
Civil Service Commission

2002 MACOMB COUNTY CIVIL SERVICE COMMISSIONERS

James Cowan	Elected	12/31/00 to 12/31/06
William A. Froberg	Appointed	1/1/97 to 12/31/2002
Alberta McLonis (resigned 12/31/02)	Appointed	1/1/98 to 12/31/2005

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 authority.

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

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 and conducts 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.

The plan is a system of identifying and describing different kinds of work and grouping like positions under common job titles. One of the key features is its graphic portrayal of

relationships among positions and classes within the system for which it has been developed.

The Commission has specification for various classifications within the Sheriff Department. Classifications are changed on an ongoing basis as the work detail changes.

MEETINGS

On numerous occasions the Civil Service Commission met with employees and their representatives, department heads and others. Some of these meetings were in response to appeals related to 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 12
- ◆ Educational Seminars 0
- ◆ Job Fair..... 0
- ◆ Appeal Hearings 0
 - Disciplinary (0)
 - Testing (0)

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 for the position, which it desires to measure. The Macomb County Human Resources and Michigan Municipal League Examination Services administered the examinations. A member of the Civil Service Commission monitors oral interviews and written examinations.

Testing consists of outside written examinations to measure information or aptitude and oral interviews to evaluate personality and adaptability to the position being sought. A medical examination and psychological evaluation are important components of the testing process.

Promotional: A departmental or promotional examination consists of a written examination and oral interviews. There are two oral interviews; one conducted by personnel from within the Sheriff Department and the second by law enforcement personnel from outside the Macomb County Sheriff Department jurisdiction. Michigan Municipal League Examination Services administers the written examinations.

- ◆ Written Examinations 2
-Corrections Sergeant
- ◆ Oral Examinations 3
-Corrections Sergeant
-Dispatcher Leader

PROMOTIONAL TESTING

Written Examinations:

<u>Date</u>	<u>Position</u>	<u>Tested</u>
5/23/02	Corrections Sergeant	One (1)
10/10/02	Corrections Sergeant	Three (3)

Oral Examinations:

<u>Date</u>	<u>Position</u>	<u>Tested</u>
5/14/02	Dispatcher Leader	Three (3)
6/4/02	Corrections Sergeant	One (1)
11/19/02	Corrections Sergeant	Three (3)

PROMOTED

Lieutenant promoted to Captain.....	6
Sergeant VII promoted to Lieutenant	5
Sergeant-1 promoted to Sergeant VII	6
Corrections Corporal promoted to Corrections Sergeant	3
Deputy promoted to Sergeant-1.....	8
Correction Officer promoted to Deputy	24
Correction Officer promoted to Corrections Sergeant-1.....	4
Dispatcher promoted to Deputy	1
Dispatcher promoted to Dispatcher Leader	2
Auto Mechanic promoted to Vehicle Service Manager Instructor ...	1
Computer Maintenance Clerk promoted to Secretary	1
Secretary promoted to Clerical Services Supervisor.....	1
TOTAL PROMOTED	62

APPLICATIONS

The following breakdowns indicate the number of applications accepted and approved for eligibility lists in 2002.

Correction Officer	227
Auto Mechanic	12
Clerical	166
<i>Positions included:</i>	
Account Clerk I	15
Account Clerk II	14
Account Clerk III	14
Account Clerk IV	17
Administrative Secretary	16
Administrative Assistant	35
Senior Secretary	15
Secretary	17
Computer Maintenance	15
Typist Clerk I	19
Typist Clerk II	19
Typist Clerk III	19
Typist Clerk IV	22
Reimbursement Specialist	22
Cashier II	16
Telephone Operator	18
Dispatcher	59
TOTAL ACCEPTED	405

Only complete applications are accepted and processed. All requirements mandatory for processing must be met or the application is rejected.

HIRED

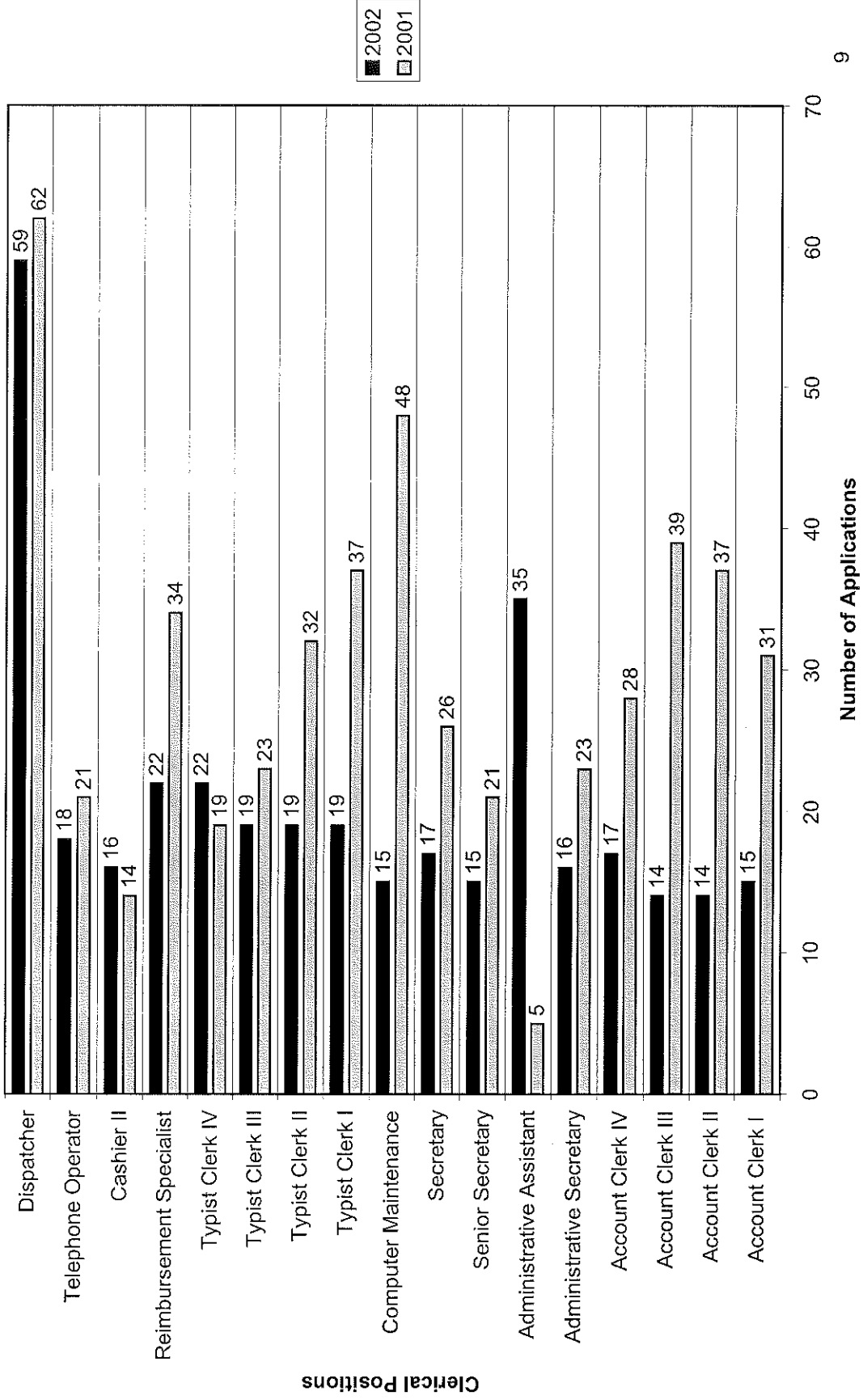
Correction Officers	44
Dispatchers	3
Computer Maintenance	5
Auto Mechanic	1
TOTAL HIRED	53

- ◆ Physical Examinations
- ◆ Psychological Evaluations

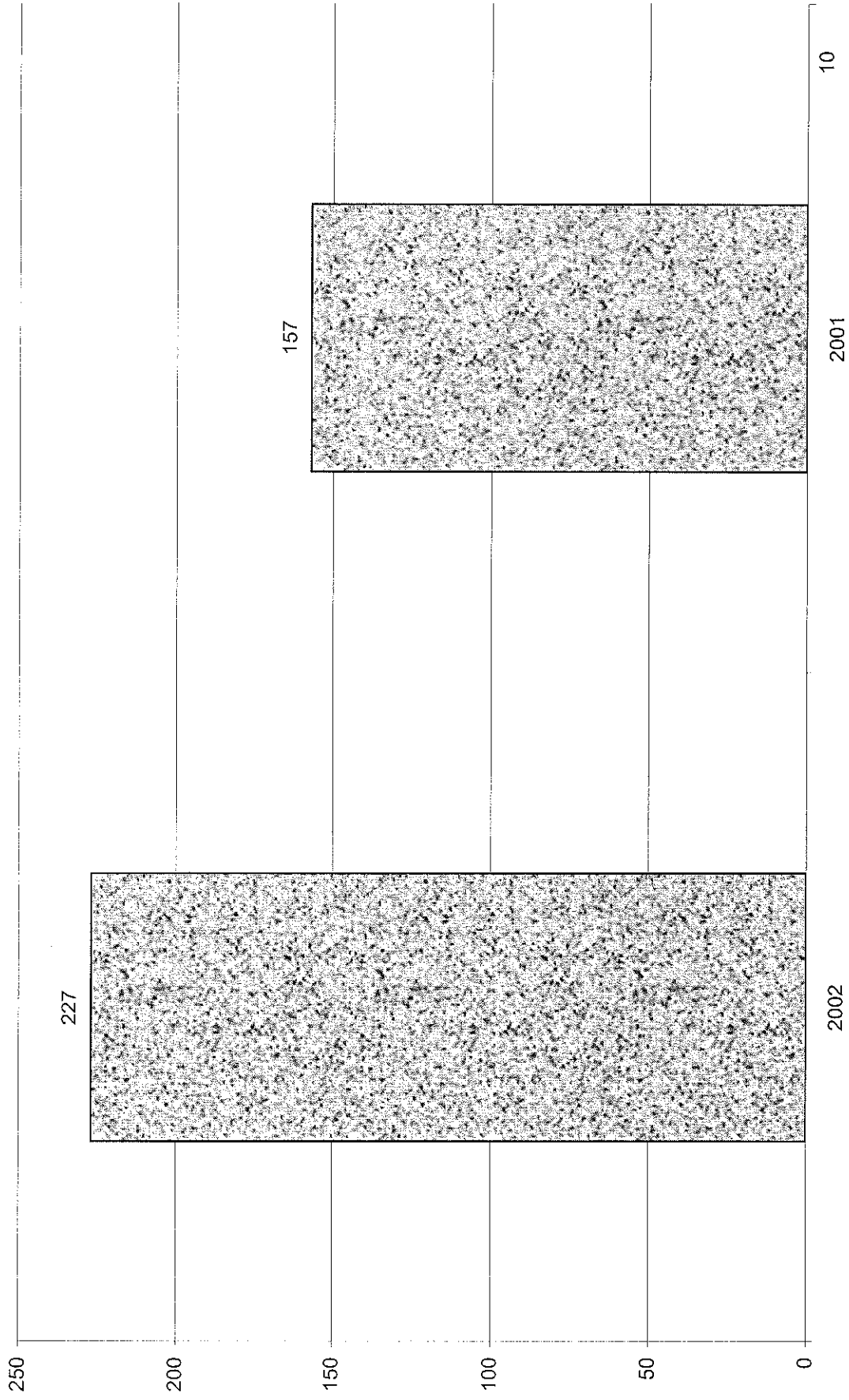
RETIRED/RESIGNED/TERMINATED

Retired	25
Resigned	9
Terminated	3

Applications Received



Correction Officer Applications Received



Applicants Hired

