

**~ Civil Service Commission ~
Macomb County Sheriff's Office**

**2009
ANNUAL REPORT**



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January 1, 2010

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 2009 Annual Report, setting forth the various activities of the Civil Service Commission during the year ending December 31, 2009.

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

Robert Stanley, Chairman

William A. Froberg, Vice-Chairman

Diane McGee, Commissioner

Carmella Sabaugh
Macomb County Clerk

**2009 MACOMB COUNTY
CIVIL SERVICE COMMISSIONERS**

Robert Stanley	Elected	01/01/07 to 12/31/12
Diane McGee	Appointed	01/01/06 to 12/31/11
William A. Froberg	Appointed	03/26/09 to 12/31/14

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. (see Statute, pgs. 11-17)

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's Office in 1966, the original Civil Service Commission requested a survey be made by the staff of the State Department of Civil Service and the Sheriff's Office. The result of many hours of research and compilation was a plan that was adopted and used by all 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's Office 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 promotes professionalism 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 portrayal of relationships among positions and classes within the system for which it has been developed.

The Commission has specifications for various classifications within the Sheriff's Office. Classifications are changed on an ongoing basis as the work detail changes.

Effective May 28, 2003, the Civil Service Commission no longer accepts applications for AFSCME and UAW clerical positions within the Sheriff's Office. All clerical positions are posted through the Human Resources Department. Once a clerical position closes, the Macomb County Human Resources Department compiles a list of applicants based on the respective labor agreements. It becomes the responsibility of Human Resources to do all screening for clerical applicants. The list is then forwarded to the Civil Service Commission to be certified at the next available meeting.

MEETINGS

Civil Service Commission meetings are public and are usually held at 9:00 a.m. on the second and fourth Wednesday of each month. They are held in Court Administration on the 5th floor of the Circuit Court Building in Conference Room D.

Regular Meetings	12
Special Meetings	10
Job Fair.....	0
Educational Seminar	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. The Macomb County Human Resources Department and Empco, Inc. administer the examinations. A member of the Civil Service Commission monitors all 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.

ERGOMETRICS DISPATCHER TESTING

The Ergometrics dispatch video testing system uses the latest technology to capture the multi-tasking aspect of emergency communications. This test consists of 38 multiple choice questions in which the applicants must listen and analyze important information, while taking notes, and decide the best way to respond to the situations. This video test shows scenes from a typical but fictitious emergency communications center and tests applicants' cognitive abilities such as their decision-making and multi-tasking skills.

In 2002, the Sheriff's Office and the Human Resources Department researched several testing options to determine the best testing system available. In December 2002, the Ergometrics dispatch test was given to the current dispatchers to determine the correlation between the material being tested and the essential functions of the Dispatcher position. After this validation study was completed, the Civil Service Commission implemented this test. The Dispatcher job description was revised as of March 13, 2003 to reflect the testing requirement changes.

Successful dispatcher applicants must have a minimum score of 25 words per minute on the general typing test and a passing score of 70% on the Ergometrics dispatch video test. Applicants who successfully meet the testing requirements are placed on a 2-year dispatcher eligibility list.

The table below shows the statistics for all Ergometrics testing administered in 2009.

No. of Applicants Tested	No. of Applicants Passed	No. of Applicants Failed	Percentage of Applicants that passed	Average scores of CallTaker Video Test	Average scores of CallTaker Notes Test	Average Combined Scores
19	12	7	63 %	71.16 %	82.68 %	76.92 %
This percentage rate is lower than expected average passing rates when using the CallTaker and Notes tests only.				This percentage is slightly lower than would be expected based on nationwide norms.	This percentage is slightly higher than would be expected based on nationwide norms.	Must have passing score of 70% or higher.

PROMOTIONAL TESTING

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's Office and the second by law enforcement personnel from outside the Macomb County Sheriff's Office jurisdiction.

The Civil Service Commission uses Empco, Inc. for promotional testing. A new contract was negotiated in 2009 that is in effect from November 1, 2009 through December 31, 2014. Under the contract, Empco will develop each promotional examination consisting of 100 multiple choice questions. Twenty percent of the questions will be from local content and eighty percent from national law enforcement test books chosen by the Sheriff's Office. Empco will provide the necessary number of exams, answer bubble sheets, pencils and a proctor for each exam. They will also score each exam – usually within 48 hours. As a result of this change, the Civil Service Commission saved the County money. The new rate is \$2100 per exam, plus \$21.00 per candidate, plus mileage for the proctor at the current rate per mile. The Civil Service Commission can cancel this agreement at any time.

An agreement was ratified on June 14, 2004 between the POLC – Command Officers bargaining unit and the County of Macomb with respect to Article 10 of the Collective Bargaining Agreement. The testing processes for promotion from Sergeant to Lieutenant and for promotion from Lieutenant to Captain have been eliminated. These promotions are to be made at the discretion of the Sheriff.

Effective October 12, 2005, the Civil Service Commission approved emailing of notifications to employees for promotional testing.

WRITTEN EXAMINATIONS:

<u>Date</u>	<u>Position</u>	<u># Tested</u>
07/23/09	Corrections Sergeant	Two (2)
11/12/09	Law Enforcement Sergeant	Eight (8)

ORAL EXAMINATIONS:

<u>Date</u>	<u>Position</u>	<u># Tested</u>
07/30/09 (Outside orals)	Corrections Sergeant	Two (2)
11/24/09 (Outside orals)	Law Enforcement Sergeant	Eight (8)

STATISTICS FOR 2009

PROMOTIONS:

Sergeant promoted to Lieutenant	2
Sergeant-1 promoted to Sergeant	3
Corrections Sergeant-1 promoted to Corrections Sergeant.....	1
Corrections Officer promoted to Corrections Sergeant-1.....	1
Deputy promoted to Sergeant-1.....	3
Corrections Officer promoted to Deputy.....	6
Account Clerk I promoted to Computer Maintenance Clerk	<u>1</u>

TOTAL PROMOTED**17**

DEMOTIONS:

Lieutenant demoted to Corrections Officer	1
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PHYSICALS / PSYCHOLOGICALS

Physical Examinations	8
Psychological Evaluations.....	8

NEW HIRES:

Correction Officers.....	5
Dispatchers.....	3
Telephone Operator.....	2
Account Clerk I/II.....	1

TOTAL HIRED **11**

RETIRED / RESIGNED / TERMINATED / LAYOFFS

Retired	8
Resigned	2
Terminated	0
Lay off / Bump	2

APPLICATIONS

Effective September 28, 2006, the Civil Service application packet was placed on the Internet and fax-on-demand. The Civil Service application can be downloaded from the web site at www.macombcountymi.gov/clerksoffice and also from the Sheriff's web site at www.macomb-sheriff.com. An application packet can also be requested through fax-on-demand by calling 1-888-99-CLERK (1-888-992-5375) and requesting document #2700.

All mandatory requirements for processing an application must be met or the application is rejected. Effective February 9, 2006 the Civil Service Commission approved a request to add a resume and letter of interest to the list of materials to be submitted with an application. This would help in expediting the process of reviewing applications for positions.

The following breakdown indicates the number of applications accepted and approved for eligibility lists in 2009.

Corrections Officers	86
Dispatchers	18
TOTAL ACCEPTED IN 2009:	<u>104</u>