

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

1999

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

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January 1, 2000

To The Honorable Board of Commissioners
For the County of Macomb

Dear Commissioners:

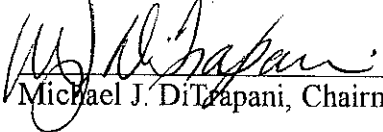
In accordance with the Public Act 298 of 1966, the Macomb County Civil Service Commission is submitting to your Honorable Board and to the people of Macomb County its 1999 Annual Report, setting forth the various activities of the Civil Service Commission during the year ending December 31, 1999.

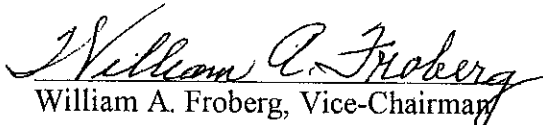
The Civil Service Commission extends its sincere appreciation at this time to the members of the Board of Commissioners, the officials and employees of the County and all others who have given their cooperation and assistance to this Commission in carrying out the various phases of its personnel program. 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.

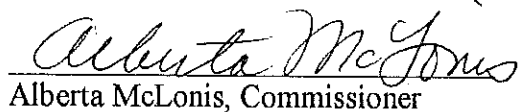
The understanding and support of such persons and their interest and cooperation have been vital factors in making the Civil Service Commission's accomplishments possible.

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	14
◆ Educational Seminars	0
◆ Written Examinations	3
-Sergeant – 1	
-Sergeant VII	
- Corrections Sergeant	
◆ Oral Examinations	4
-Inspector IX	
-Sergeant-1	
-Sergeant VII	
-Corrections Sergeant	
◆ Appeal Hearings	0
-Disciplinary (0)	
-Testing (0)	
◆ Physical Examinations	21
and	
Psychological Evaluations	21
TOTAL	75

EDUCATIONAL SEMINARS

The Commission attended no Seminars in the year 1999.

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 Michigan Municipal League Examination Services 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 consists of written and oral examinations. Michigan Municipal League Examination Services also administers these.

RECRUITMENT PROGRAM

During the year of 1999, applications were accepted for 18 positions, resulting in a two (2) year eligibility list for each position.

The following breakdowns indicate the number of applications accepted and completed in 1999; and the number of applicants employed from those eligibility lists approved in 1999.

APPLICATIONS RECEIVED

Correction Officer	44
Clerical (Includes Dispatcher)	21

Classification Breakdown

Correction Officer	44
Account Clerk I	9
Account Clerk II	9
Account Clerk III	11
Account Clerk IV	11
Administrative Secretary	8
Senior Secretary	8

Secretary	8
Computer Maintenance	10
Typist Clerk I	12
Typist Clerk II	8
Typist Clerk III	9
Typist Clerk IV	7
Reimbursement Specialist	10
Telephone Operator	3
Dispatcher	8

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 – 1999

Correction Officers	21
Dispatchers	1
Computer Maintenance	2
Clerk/Typist I	1

PROMOTIONAL TESTING – 1999

Written Examinations:

7/15/99	Sergeant VII	Four (4) Tested
8/12/99	Sergeant-1	Fifteen (15) Tested
11/04/99	Corrections Sergeant	Three (3) Tested

Oral Examinations:

1/28/99	Inspector IX	One (1) Tested
7/29/99	Sergeant VII	Four (4) Tested
8/26/99	Sergeant-1	Seven (7) Tested
8/27/99	Sergeant-1	Eight (8) Tested
12/02/99	Corrections Sergeant	Four (4) Tested

PROMOTIONS – 1999

Lieutenant Promoted to Inspector	1
Sergeant VII Promoted to Lieutenant	3
Sergeant-1 Promoted to Sergeant VII	4
Corrections Corporal Promoted to Corrections Sergeant	1
Deputy Promoted to Sergeant-1	4
Correction Officer Promoted to Deputy	12

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 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.