

# **CIVIL SERVICE COMMISSION**

COUNTY CLERK'S OFFICE

MACOMB COUNTY SHERIFF DEPARTMENT

MACOMB COUNTY COURT BUILDING

MOUNT CLEMENS, MICHIGAN 48043

810-469-5206

<http://www.libcoop.net/sabaugh>

## **COMMISSIONERS**

James R. Cowan  
William A. Froberg  
Alberta A. McLonis

CARMELLA SABAUGH  
COUNTY CLERK

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

# **2000**

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

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January 1, 2001

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 2000 Annual Report, setting forth the various activities of the Civil Service Commission during the year ending December 31, 2000.


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.

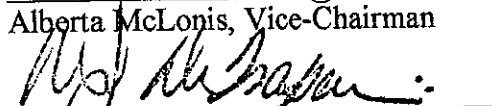
The understanding and support of such persons and their interest and cooperation have been vital factors in making the Civil Service Commission's accomplishments possible.

Sincerely,

MACOMB COUNTY CIVIL  
SERVICE COMMISSION

  
William A. Froberg, Chairman

  
Alberta McLonis, Vice-Chairman

  
Michael J. DiTrapani, 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

## COMMISSIONER ELECTION

The term of the elected member to the Macomb County Civil Service Commission, Michael J. DiTrapani, expired December 31, 2000. The Commission with the assistance of Corporation Counsel and the firm of Plante & Moran LLP began preparations to fill that vacancy in August. An advertisement was run in the Macomb Daily for interested applicants to fill that vacancy. The election was held October 11, 2000 at the Macomb County Sheriff Department and one-hundred seventy-two (172) employees cast their votes. Candidate Anthony Jablonski received three (3) votes and James Cowan, one-hundred sixty-nine (169) votes. James Cowan was declared elected Commissioner to fill the six-year term on the Commission from January 1, 2001 to December 31, 2006.

## 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	1
◆ Written Examinations	5
-Sergeant VII	
-Lieutenant	
-Inspector IX	
-Corrections Corporal	
-Corrections Sergeant	
◆ Oral Examinations	5
-Sergeant VII	
-Lieutenant	
-Inspector IX	
-Corrections Corporal	
-Corrections Sergeant	

◆ Appeal Hearings	0
-Disciplinary (0)	
-Testing (0)	
◆ Physical Examinations	30
and	
Psychological Evaluations	33
<b>TOTAL</b>	<b>97</b>

## **EDUCATIONAL SEMINARS**

Commissioner Michael DiTrapani attended a Seminar on Website Development.

## **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 2000, 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 2000; and the number of applicants employed from those eligibility lists approved in 2000.

### APPLICATIONS RECEIVED

Correction Officer	43
Clerical (Includes Dispatcher)	32

### Classification Breakdown

Correction Officer	43
Account Clerk I	18
Account Clerk II	19
Account Clerk III	20
Account Clerk IV	18
Administrative Secretary	13
Senior Secretary	12
Secretary	11
Computer Maintenance	17
Typist Clerk I	19
Typist Clerk II	12
Typist Clerk III	9

Typist Clerk IV	12
Reimbursement Specialist	19
Telephone Operator	10
Dispatcher	20

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 – 2000**

Correction Officers	24
Dispatchers	3
Computer Maintenance	3
Account Clerk I	1

**PROMOTIONAL TESTING – 2000**

**Written Examinations:**

3/23/00	Lieutenant	Eight (8) Tested
4/13/00	Inspector	Two (2) Tested
5/25/00	Corrections Corporal	Twenty-nine (29) Tested
9/21/00	Sergeant VII	Seven (7) Tested
11/29/00	Corrections Sergeant	Two (2) Tested

**Oral Examinations:**

3/31/00	Lieutenant	Eight (8) Tested
4/27/00	Inspector	Two (2) Tested
6/21/00	Corrections Corporal	Twenty-Nine (29) Tested
10/19/00	Sergeant VII	Seven (7) Tested
12/31/00	Corrections Sergeant	Two (2) Tested

## PROMOTIONS – 2000

Lieutenant Promoted to Undersheriff	1
Sergeant VII Promoted to Lieutenant	1
Sergeant-1 Promoted to Sergeant VII	5
Corrections Corporal Promoted to Corrections Sergeant	1
Deputy Promoted to Sergeant-1	6
Correction Officer Promoted to Deputy	18
Dispatcher to Correction Officer	1
TOTAL PROMOTIONS WITHIN THE DEPARTMENT	37

## UPGRADES – 2000

Sergeant VII Upgraded to Lieutenant	1
Corrections Sergeant to Corrections Lieutenant	1
Corrections Corporal to Corrections Sergeant	4
Correction Leader to Corrections Corporal	3
TOTAL UPGRADES WITHIN THE DEPARTMENT	9

## 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.

During the year 2000 the Civil Service Commission, with the cooperation of Human Resources and the Sheriff Department, updated or wrote job descriptions for the following positions: Dispatcher, Correction Officer, Deputy Sheriff, Correction Sergeant and Sergeant-1. The Commission plans to continue with this process until all descriptions have been reviewed and updated where necessary.