

Meeting of the Lakewood Civil Service Commission
Held in Law Department's Conference Room
Municipal Building
12650 Detroit Avenue
June 13, 2019, 5:00 p.m.

Meeting called to order at 5:04 p.m.

Present: Commissioners, Ken Kowalski, Maria Shinn and Lori Petti, secretary, Jeannine Petrus

Also present: Jen Mladek, Asst. Law Director, Jean Yousefi, HR Director, FM Tim Dunphy

- I. Reading and disposal of the minutes from the regular meeting held on May 9, 2019.

Motion by Mr. Kowalski second by Ms. Shinn to approve the minutes from May 9, 2019 without the necessity of a reading.

Ayes: 3 Nays: 0

- II. Old Business. None

- III. New Business

1. Approval of the minimum scores and weights for the Fire Marshal Promotional exam
2. Approval of the reference list for the Fire Marshal Promotional exam.

Discussion with the commissioners regarding the process map that was provided. Clarification given to the commissioners regarding the process.

Motion by Mrs. Petti second by Mr. Kowalski to approve the recommendations for a written examination weighted at 50% for the position of Fire Marshal, Division of Fire with a minimum score of 75%. The written examination will be developed based on the attached reference list submitted by Chief Gilman. Those applicants that achieve the minimum score on the written examination will be scheduled for an Assessment Center weighted at 50%. Minimum passing score on the Assessment Center will be 75%. The above examination will be conducted in accordance with Articles 4, 5, and 7 of the Civil Service rules and regulations.

Ayes: 3 Nays: 0

3. Non-Competitive examination for the position of Manager, Senior Services/Community Center.

Motion by Mr. Kowalski second by Mrs. Petti to enter into executive session to conduct the non-competitive examination. (Roll call)

Mr. Kowalski- yes

Mrs. Petti- yes

Ms. Shinn- yes

We are now back in open session.

Motion by Ms. Shinn second by Mr. Kowalski to certify the list for the position of Manager, Senior Services/Community Center to be in effect for 1 year in accordance with Article 5 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

4. Request to a non-competitive examination for the position of IT Project Manager.

Mrs. Yousefi explained to the commission that there will be a retirement in that Division and therefore a need for the exam. Will likely be an internal candidate and hoping to conduct the exam at the next meeting.

Motion by Ms. Shinn second by Mrs. Petti to approve holding a non-competitive examination for the position of IT Project Manager in accordance with Articles 2 and 4 of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion by Ms. Shinn second by Mrs. Petti to adjourn the meeting.

Meeting adjourned at 5:55 p.m.

July 18, 2019
Date

K. J. Kowalski
President

Jeanine Petrus
Secretary