

Meeting of the Lakewood Civil Service Commission  
Held in Law Department's Conference Room  
Municipal Building  
12650 Detroit Avenue  
July 13, 2017 at 5:00 p.m.

Meeting called to order at 5:11 p.m.

Present: Commissioners, Joe Gibbons, Ken Haber, Ken Kowalski, secretary, Jeannine Petrus

Also present: Jen Swallow, Asst. Law Director, Jean Yousefi, Judy Hirsch, Bonnie Sikes

Reading and disposal of the minutes from the regular meeting held on June 19, 2017.

Motion by Mr. Haber second by Mr. Kowalski to approved the minutes of the regular meeting on June 19, 2017 without the necessity of a reading.

Ayes: 3 Nays: 0

New Business:

1. Request to conduct a non-competitive examination for the position of Public Information Officer.

Mrs. Yousefi explained to the commission that Mr. McEwen tendered his resignation and this is the reason for requesting the exam. She discussed the small and minor changes to the job description. There will not be any changes to the grade level or the pay range. When Mr. McEwen was appointed to the newly created position, additional duties evolved. The amended job description reflects those additional duties. Mr. Gibbons explained to Ms. Hirsch and Ms. Sikes the purpose of the Civil Service Commission and the non-competitive testing process.

Motion by Mr. Gibbons second by Mr. Kowalski to approve a non-competitive exam for the position of Public Information Officer to have a minimum score of 80% to be placed on the eligible list in accordance with Article 4 of the Civil Service Rules and Regulations

Ayes: 3 Nays: 0

2. Request to amend the job description for the position of Public Information Officer.

Motion by Mr. Kowalski second by Mr. Haber to approve the amendments with the minor changes as discussed to the job description for the position of Public Information Officer in accordance with Article 2 of the Civil Service rules and Regulations.

Ayes: 3 Nays: 0

Motion by Mr. Gibbons second by Mr. Haber to adjourn the meeting.

Meeting adjourned at 5:32 p.m.

**Approved and signed on  
September 18, 2017**