

Meeting of the Lakewood Civil Service Commission
Held in Law Department's Conference Room
Municipal Building
12650 Detroit Avenue
June 14, 2018, 5:00 p.m.

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

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

Also present: Jen Swallow, Asst. Law Director, Jean Yousefi,

Reading and disposal of the minutes from the regular meeting held on May 16, 2018.

Motion by Mr. Kowalski second by Ms. Shinn to approved the minutes of the regular meeting on May 16, 2018 without the necessity of a reading.

Ayes: 2 Nays: 0 Abstain: 1

New Business:

1. Request to conduct an entry level examination for the position of Patrol Officer.

Mrs. Petrus explained that there will be 1 more hire off of the current eligible list and then the list will be exhausted. Chief Malley will have a need for hiring in late 2018 and early 2019.

Motion by Mrs. Petti second by Mr. Kowalski to conduct an examination for the position of Patrol Officer in accordance with Articles 2, 3, & 4 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

2. Request to disqualify 1 candidate from the Patrol Officer eligible list.

Mrs. Yousefi explained to the commission members that after the psychological evaluation of Joseph Koenigsmark, the psychologist did not recommend that the city hire Mr. Koenigsmark.

Motion by Ms. Shinn second by Mrs. Petti to approve the disqualification of Joseph Koenigsmark in accordance with Article 5, Section 505(A) of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

3. Non Competitive Examination for the position of HR Specialist

Motion by Mr. Kowalski second by Ms. Shinn to enter into executive session to conduct the non-competitive exam. (roll call)

Kowalski: yes

Petti: yes

Shinn: yes

We are now returning to open session.

Motion by Mr. Kowalski second by Mrs. Petti to certify the eligible list for Human Resources Specialist to be in effect for one year in accordance with Article 5 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

4. Certification of the Fire Captain eligible list.

Mrs. Petrus shared the scores. A spot check was done on the accuracy of the test ID and score to the correct candidate. Excel formulas are used for all of the calculations. There is currently an eligible list for Fire Captain and the Chief has asked that we certify the list effective June 25, 2018.

Motion by Mr. Kowalski second by Ms. Shinn to certify the eligible list for Fire Captain to be effective on June 25, 2018 and expire on June 25, 2020 in accordance with Article 7 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

5. Discussion regarding amendments to the Civil Service Rules and Regulations regarding entry level testing.

The commissioners will review the proposed changes and make any additional suggestions. Mrs. Petrus to call cities to see how they manage the physical agility portion of the entry level process.

Motion by Mr. Kowalski second by Ms. Shinn to adjourn the meeting.

Meeting adjourned at 6:18 p.m.

7/12/18
Date

K.J. Kowalski
President

Jeannine A. Petrus
Secretary