

A Regular Meeting of the Civil Service Board was held Friday April 1, 2016 at 8:30 a.m. in Room 309 (Conference Room), City Hall, 211 Williams Street, Royal Oak. The meeting was called to order by Chairperson Ripinski at 8:34 AM.

PRESENT
Chairperson Ripinski
Bruckner
O'Malley
Quinn
Sullivan

ABSENT

Also present was Human Resources Specialist Dennis Van de Laar.

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ANNOUNCEMENTS

Chairperson Ripinski announced that there was going to be a presentation of the Royal Oak Civic Center Proposal at the Parks and Recs Advisory Board meeting on Thursday April 7, 2016.

Mr. Bruckner announced that he will be interning in Washington D.C. mid May through the first week of August.

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PUBLIC COMMENT

There was no public comment.

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APPROVAL OF MINUTES

Moved by Mr. Bruckner
Seconded by Mr. Quinn

BE IT RESOLVED that the minutes of February 26, 2016 are hereby approved.

ADOPTED UNANIMOUSLY

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OLD BUSINESS

There was no old business to discuss.

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NEW BUSINESS

**APPROVAL OF CHANGES TO CIVIL SERVICE RECRUITMENT
PROCESS**

Human Resources Specialist Van de Laar presented some changes regarding the testing and hiring process for TPOAM employees.

Moved by Mr. Bruckner
Seconded by Mr. Sullivan

BE IT RESOLVED that the Civil Service Board approves the following changes to the TPOAM recruitment process:

- Typing test and typing rate requirements will be removed from all job descriptions.
- Civil Service testing will be required for initial employment only, with standardized, rated base questions specific to the position. As part of the interview process, a practical experience test may be given. Points for experience rating will still be in effect.
- In order to speed up the hiring process, outside job postings may be posted at the same time as internal postings. The contract and civil service language on promotions and transfer within the bargaining unit will remain the same.

ADOPTED UNANIMOUSLY

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Mr. Van de Laar presented a change that would start with TPOAM hires and then possibly be approved by other bargaining units as well.

Moved by Mr. O'Malley
Seconded by Mr. Bruckner

BE IT RESOLVED that the Civil Service Board approved part time employees who have worked for the City for more than 180 days within the twelve months prior to the posting date will be given five points in addition to the initial employment test score.

ADOPTED UNANIMOUSLY

Upon Motion of Mr. Sullivan and Seconded by Mr. Bruckner the meeting was adjourned at 9 :07 a.m.

Melanie Halas, City Clerk /db