

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES

January 24, 2023

5:30 p.m.

PRESENT: Mr. Robert Butler, Chair  
Mr. John Russi, Vice Chair  
Mr. Eric Jackson, Member  
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:42 p.m. Roll call: Mr. Robert Butler, Chair, Mr. John Russi, Vice Chair, and Mr. Eric Jackson, Member were present. Also in attendance: Mr. Barry Miller, Building Superintendent, Ms. Kim Meltzer, Township Clerk, Ms. Kim Irvine, Deputy Clerk, Ms. Therese Ciaramella, Senior Account Clerk, Ms. Kelly Reed, Senior Staff Secretary, Ms. Lisa Murray, Personnel Director, and Mr. Dan Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

Mr. Butler made a motion to approve the agenda as presented. Mr. Jackson seconded. The motion passed unanimously.

III. APPROVAL OF DECEMBER 13, 2022, MEETING MINUTES:

Mr. Russi made a motion to approve the minutes. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

A. The commission received the request from the Township Clerk to modify the 50 WPM keyboarding exam to 40 WPM threshold for the Office Clerk II position. Ms. Meltzer, Township Clerk, stated that the current typing requirement of 50 WPM limits the applicant pool and is not necessary for her clerical staff because they perform data entry versus business correspondence. Mr. Barry Miller, Building Superintendent, stated that he has an exceptional clerical staff that have met the current requirement of 50 WPM or have been initially hired in as Office Aides with a typing requirement of 40 WPM and were promoted to Office Clerk II's. Mr. Miller spoke to the fact that his clerical staff also performs more data entry versus business correspondence. Mr. Jackson, Member, brought up the fact that obviously the people being hired are good candidates, and there isn't an issue with good candidates so why change it. Ms. Murray, Personnel Director, stated that the current requirement of 50 WPM at 85% accuracy

equates to 42 WPM. Ms. Murray suggested making the typing requirements the same for all clerical positions that require a typing test. Mr. Butler made a motion to deny the Township Clerk's request. Mr. Russi seconded. The motion passed unanimously.

- B. The commission received the request from the Township Clerk to allow the most previously tested applicants (in December) that met the 40 WPM threshold to move forward in the Civil Service testing process. This issue is moot due to the previous motion.
- C. The Commission received the request to approve the Records Analyst job description and decided to further review the job description and would amend the description at the next meeting held on Monday, March 6, 2023. No action taken.
- D. Mr. Butler made a motion to approve the revised Election Coordinator job description. Mr. Russi seconded. The motion passed unanimously.
- E. The Commission received the request from the Human Resources Director for employment application to include DOT Notice/Question. The Commission would like to review the language in the DOT Audit pertaining to this matter. This item has been tabled until the next meeting held on Monday, March 6, 2023.
- F. Mr. Butler made a motion to approve the revised Assistant Foreman DPW job description. Mr. Jackson seconded. The motion passed unanimously.
- G. Mr. Butler made a motion to approve the revised Assistant Foreman DPW job posting. Mr. Russi seconded. The motion passed unanimously.

#### V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Network Analyst position in the Information Technology Department.
- B. The Personnel Director informed the Commission regarding the status of the Mechanic position in the Department of Public Services, Water & Sewer Division.
- C. The Personnel Director informed the Commission regarding the status of the Inspector in the Department of Public Services, Facilities & Operations Division.
- D. The Personnel Director informed the Commission regarding the status of the Seasonal Laborer positions in the Department of Public Services, Facilities & Operations Division.
- E. The Personnel Director informed the Commission regarding the status of the Seasonal Laborer positions in the Department of Public Services, Water & Sewer Division.
- F. The Personnel Director informed the Commission regarding the status of the Seasonal Canvasser position in the Assessing Department.

G. The Personnel Director informed the Commission regarding the recommendations of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Monday, March 6, 2023 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 7:15 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray  
Personnel Director  
Employees Civil Service  
Charter Township of Clinton