



**MINUTES**  
**Committee on Personnel**  
**Thursday, June 15, 2016 @ 3:30 p.m.**  
**10<sup>th</sup> Floor Conference Room, City Hall**

**CALL TO ORDER**

The meeting was called to order at 3:44 p.m.

**ROLL CALL**

Council Member Jessica Yorko, Chairperson  
Council Member Judi Brown Clarke, Vice Chairperson- excused  
Council Member Patricia Spitzley, Member-excused  
Council Member Jody Washington, Member

**OTHERS PRESENT**

Sherrie Boak, Council Staff  
Mark Dotson, Deputy City Attorney  
Jim DeLine, Internal Auditor  
Ashley Banks, HR Specialist  
Donna Black, HR

**MINUTES**

Action on the minutes was moved to the next meeting.

**PUBLIC COMMENT**

No public comment.

**DISCUSSION/ACTION**

**Council Administrative Assistant Posting**

Council Member Yorko referred everyone to the information from the last posting in August 2015. The consensus was to proceed with the same posting and process. Ms. Banks stated she could get to the EEO by the week of June 20<sup>th</sup>, with posting shortly after that. Council Staff has instigated the hiring of a temp through Personnel World to begin work on June 27<sup>th</sup>, 2016.

**City Council Internal Auditor Position- T**

The group reviewed the final posting and interview questions. Mr. DeLine stated he obtained a test from Mr. Perkins and performed a sample test along with a non-applicant from Finance. Mr. DeLine provided paper copies and stated he would forward the electronic version to all Committee members. Ms. Black stated she also referred the test from Mr. DeLine and would forward to Ms. Banks. Council Member Yorko asked Ms. Banks if all materials were submitted

to HR by the week of June 20<sup>th</sup>, if they could provide to EEO by June 24<sup>th</sup> and she confirmed. The group reviewed the ratings of the interview process and it was determined the test would be worth 50 points, and the applicant must get 75% to move onto the interview which will also be 50 points. The testing option will be given 1 hour to complete because in addition to the test they will also be required to create a graph and answer questions on the graph. Mr. DeLine will create that question. The HR Department will also add to the materials that the applicant will need to bring in sample products and the Committee will then rate them "satisfactory" or "non-satisfactory". Ms. Banks handed out a sample interview question form and noted that all 16 interview questions needed to be formatted as such. The group determined that each question will be ranked 1-3, except questions #3 of the "Expertise in the Field" set will be ranked 1-5. Ms. Banks stated she would forward the sample to Council Member Yorke so the questions can be formatted.

Ms. Banks asked who would be on the interview Committee, and it was clarified it would be the Personnel Committee and Mr. Perkins. Ms. Banks stated she would then create the consensus scoring sheet that will be used at the interviews.

Ms. Black informed Council Member Yorke she would have the list of recruitment companies and postings to her by end of week.

### **ADJOURN**

The meeting was adjourned at 4:09 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on September 29, 2016