



MINUTES
Committee on Personnel
Tuesday, September 13, 2016 @ 3:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 3:34 p.m.

ROLL CALL

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

OTHERS PRESENT

Sherrie Boak, Council Staff
Ashley Banks, HR Specialist
Mary Nugent, Applicant
Brenda Bradley, Applicant

Council Member Yorko asked Ms. Banks why they closed the posting a day early on this position. Ms. Banks stated she was given direction by her supervisor to close it since there were already 58 applicants, but it has not happen before. Council Member Brown Clarke noted it was problematic, and it should not have been done. Ms. Banks stated that the applicants that had applied, but not taken the test at Michigan Works were given a deadline when to do that. That deadline was August 11th, even though the posting was closed a day early on August 10, 2016. The Committee asked Ms. Banks to provide the posting information that was provided on the website, and any communications she had with the applicants that were affected by the early close date.

Ms. Banks went onto advising the Committee on interviews specifics for the meeting, such as they should stay with the interview questions, not coach the applicants, and then once the interviews are complete they will need to have a consensus on the scoring.

The Committee consensus was to make a determination by the end of the week. Ms. Banks stated it would then take 1-2 days for a back ground check. The Committee determined that if the determination and final steps are not done by the September 26, 2016 Council meeting, it will be presented to the full Council on October 11, 2016.

The interviews began with each Committee taking turns on the questions. Council Member Yorke asked the Administrative, Council Member Brown Clarke asked the Communication, Council Member Washington asked the Problem-Solving, and Council Member Yorke asked the Teamwork Questions.

DISCUSSION/ACTION

Council Administrative Assistant- Mary Elizabeth Nugent

Introductions

The applicant provided answers and details to the questions listed.

- Please share your experience and proficiency as a recording secretary.
- Please describe your experience and level of proficiency with MS Word, Excel, mail merge, Outlook, Adobe, Facebook and Webpage management.
- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?
- Tell us about a job or setting where great precision to detail was required to complete a task. How did you handle that situation?
- This position deals directly with individuals/public, describe a recent situation in which you had to deal with a very upset customer or co-worker. What skills did you use? What was the result?
- Tell us about a time when you delegated a project effectively.
- Describe a time when you were asked to keep information confidential and how you handled the situation.
- When you disagree with your manager, what do you do? Give an example.
- Tell us about a time when you came up with an innovative solution to a challenge your office/workplace was facing. What was the challenge? What role did others play?
- Describe a time when you anticipated potential problems and developed preventive measures.
- There are times when we work without close supervision or support to get the job done. Tell us about a time when you found yourself in such a situation and how things turned out.
- Tell us about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn?
- Tell us about a time when you had too many things to do and you were required to prioritize your tasks.
- What, in your opinion, are the key ingredients in guiding and maintaining successful team/business relationships? Give examples of how you made these work for you.
- It is very important to build good relationships at work but sometimes it doesn't always work. If you can, tell us about a time when you were not able to build a successful relationship with a difficult person.

After the questions, the applicant left and the Committee determined the overall ratings of the categories and total.

Brenda Bradley

Introductions

The applicant provided answers and details to the questions listed.

- Please share your experience and proficiency as a recording secretary.
- Please describe your experience and level of proficiency with MS Word, Excel, mail merge, Outlook, Adobe, Facebook and Webpage management.
- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?

- Tell us about a job or setting where great precision to detail was required to complete a task. How did you handle that situation?
- This position deals directly with individuals/public, describe a recent situation in which you had to deal with a very upset customer or co-worker. What skills did you use? What was the result?
- Tell us about a time when you delegated a project effectively.
- Describe a time when you were asked to keep information confidential and how you handled the situation.
- When you disagree with your manager, what do you do? Give an example.
- Tell us about a time when you came up with an innovative solution to a challenge your office/workplace was facing. What was the challenge? What role did others play?
- Describe a time when you anticipated potential problems and developed preventive measures.
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- Tell us about a time when you had too many things to do and you were required to prioritize your tasks.
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- It is very important to build good relationships at work but sometimes it doesn't always work. If you can, tell us about a time when you were not able to build a successful relationship with a difficult person.

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Internal Auditor Interviews

Ms. Banks informed the Committee that Mr. Perkins with BWL was not able to attend interviews the week of September 19, 2016. The Committee then discussed proceeding without this attendance on the interview panel, and it was determined his attendance was important. The consensus of the Committee was to proceed with interviews on Wednesday, October 5th 3:30 p.m. to 5:30 p.m., and also October 6th 3:30 p.m. to 5:30 p.m.

Ms. Banks verified that there is currently 4 applicants that have met all the qualifications to be interviewed and there could be one more by September 21, 2016.

ADJOURN

The meeting was adjourned at 5:20 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on September 29, 2016