

MINUTES OF THE CIVIL SERVICE COMMISSION HELD
AT 8:30 A.M., THURSDAY, OCTOBER 2, 2025,
IN THE CITY COUNCIL CHAMBERS.

PRESENT: COMMISSIONERS AHMAD, DWYER, ELHASAN & FAKHOURY.
ABSENT: COMMISSIONER HAMOOD.

8689-25 Motion by Commissioner Ahmad, supported by Commissioner Elhasan,

RESOLVED that the minutes of the regular Civil Service Commission meeting held on May 1, 2025 are approved as submitted.

Carried – Aye votes (4)

8690-25 Motion by Commissioner Ahmad, supported by Commissioner Elhasan,

RESOLVED that the minutes of the regular Civil Service Commission meeting held on August 7, 2025 are approved as submitted.

Carried – Aye votes (4)

8691-25 The Commission considered the recommendation from the Human Resources Job Evaluation Committee recommending that the new position of Communications Coordinator be placed in grade 112 on the STP pay scale pending City Council approval.

Motion to approve upon the re-evaluation of the exemption status with confirmation by Commissioner Dwyer, supported by Commissioner Ahmad,

WHEREAS the classification of Communications Coordinator has been established,

WHEREAS the Director of Communications supports a new classification of Communications Coordinator to reflect the organizational needs from the Communications department,

WHEREAS the commissioners request that Human Resources reconsiders the Duties Test under the exemption/non exemption analysis,

WHEREAS the Communications Coordinator position will fall under grade 112 of the STP pay scale listed below:

STP UNIT

Effective pending approval of City Council:

<u>Grade</u>	<u>Class Code</u>	<u>Classification Title</u>
112		Communications Coordinator

Rates of Compensation (2025)

\$51,121	\$52,882	\$54,703	\$56,587	\$58,536	\$60,552	\$62,637	\$64,794	\$67,026
\$69,335	\$71,722							

WHEREAS the commissioners recognize that the position is attempted to be placed under the creative exemption under FLSA, and call upon the Human Resources Administrator to review the job description to ensure a correct fit,

RESOLVED FURTHER that there is a motion for re-evaluation of the exemption status and confirmation from the committee

Carried – All aye votes (4)

8692-25 Nicole Golich, Deputy Director of Department of Public Works, proposes that Anthony Guinea is moved to step 6 with a salary of \$77,281

Motion by Commissioner Ahmad, supported by Commissioner Dwyer,

WHEREAS the Deputy Director of Public Works recommends that all trades employees under the department are placed on the same step to prevent future issues, as all trades employees are brought in at step 3,

WHEREAS the Deputy Director of Public Works supports this increase to step 6 by outlining the employee's length of experience in the field, tenure with the organization, and commitment to Dearborn,

WHEREAS the Human Resources Administrator supports the decision based on the salary analysis conducted over 1 year ago, and the compensation study that was conducted recently, found that this is the best decision to remain competitive,

Carried – All aye votes (4)

8693-25 Request for Leslie Grammatico, a former employee, is to be hired for the Electrician position, and be placed at step 6 of the pay range contingent upon the approval of the Commission and the completion of all pre-employment requirements

Motion by Commissioner Elhasan, supported by Commissioner Ahmad,

WHEREAS there were no issues with the former employee prior to departing with the organization,

Carried – All aye votes (4)

8694-25 Revisions to Deputy Director of Economic Development job specification.

Motion by Commissioner Ahmad, supported by Commissioner Fakhoury,

WHEREAS it is necessary to update classification specifications to emphasize the importance of this role in the organizational chart as a manager of process, outcomes, and operations across all divisions,

Carried – All aye votes (4)

8695-25 Recommendation that new position of Resident Services Manager placed in grade 118 on the pay scale pending City Council approval.

Motion by Commissioner Elhasan, supported by Commissioner Dwyer,

WHEREAS the job specifications include two important conditions – one being cross training, as well as requirement of Michigan Certified Assessing Technician Certification,

WHEREAS the position will oversee 7 positions,

WHEREAS the Human Resources Administrator supports the position and the experience requirement of 4 years,

Carried – All aye votes (4)

8696-25 Recommendation that new position of Resident Services Representative be placed in grade 111 on the pay scale pending City Council approval.

Motion by Commissioner Dwyer, supported by Commissioner Fakhoury,

WHEREAS the Human Resources Administrator recommends that this position is created to serve as a customer facing representative over the current Office Assistant II and Office Assistant III individuals who are currently serving this responsibility,

Carried – All aye votes (4)

8697-25 Request for Nina Khoury, Dispatch Supervisor, leave of absence, for up to 90 days.

Motion by Commissioner Fakhoury, supported by Commissioner Ahmad,

WHEREAS paid time off will be depleted before leave of absence is commended,

WHEREAS the leave of absence will not cause a hardship on the department,

Carried—All aye votes (4)

8698-25 There being no further business, the meeting adjourned at 9:02 a.m.

ATTESTED TO:

THE CIVIL SERVICE COMMISSION:

Danielle Chaney
Human Resources Administrator

Wisam Fakhoury
Chairperson