



CITY OF DEARBORN

HUMAN RESOURCES DEPARTMENT
CIVIL SERVICE COMMISSION AGENDA
8:30AM, FEBRUARY 19, 2026
CITY COUNCIL CHAMBERS

1. Approval of minutes of the regular meeting held on January 20, 2026 as submitted.
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2. Proposed job specification change for Library Director (Copy attached)

(Cheryl Hawkins Presenting)

3. Proposed job title and specification revisions: **Website and Design Strategist** (Copy attached)

(Mariam Jalloul Presenting)

4. Receipt and file of the provisional appointment of Ola Hammoud to Deputy Corporation Counsel per Civil Service rule 7.7 effective 1/15/2026 from \$106,703 to \$115,571.
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5. Receipt and file of the proposed changes to the pay range and job title for Executive Chef (PT) to Banquet Chef (PT).
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MINUTES OF THE CIVIL SERVICE COMMISSION HELD
AT 8:30 A.M., TUESDAY, JANUARY 20, 2026,
IN THE CITY COUNCIL CHAMBERS.

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

8710-26 Approval of the minutes for the regular meeting held on December 10, 2025

Motion by Commissioner Dwyer, supported by Commissioner Elhasan

RESOLVED that the minutes of the regular Civil Service Commission meeting held on December 10, 2025 are approved as submitted.

Carried – Aye votes (3)

8711-26 The Department of Public Works submitted proposed revisions to the Public Work Technician job specification for the Commission’s approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, training and experience requirements,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Public Work Technician.

Carried – Aye votes (3)

8712-26 The Department of Public Works submitted proposed revisions to the Graphic Designer job specification for the Commission’s approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, training and experience requirements.

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Graphic Designer.

Carried – Aye votes (3)

8713-26 The Department of Public Works submitted proposed revisions to the Public Services Administrator job specification for the Commission's approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, training and experience requirements.

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Public Services Administrator.

Carried – Aye votes (3)

8714-26 The Department of Public Works submitted proposed revisions to the DPW Superintendent job specification for the Commission's approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, training and experience requirements.

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of DPW Superintendent.

Carried – Aye votes (3)

8715-26 The Department of Public Works submitted proposed revisions to the Water and Sewer Operations Administrator job specification for the Commission's approval

Motion by Commissioner Fakhoury, supported by Commissioner Elhasan,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, training and experience requirements.

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Water and Sewer Operations Administrator.

Carried – Aye votes (3)

8716-26 The Department of Public Works requested Donald Bart be reclassified to Water & Sewer Technician II.

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is natural progression.

RESOLVED that Donald Bart, Water & Sewer Technician I, in the Department of Public Works, is reclassified to Water & Sewer Technician II effective November 5, 2025.

Carried – Aye votes (3)

8717-26 The Department of Public Works requested Luke Maness be reclassified to Water & Sewer Technician I.

Motion by Commissioner Fakhoury, supported by Commissioner Dwyer,

WHEREAS it is natural progression.

RESOLVED that Luke Maness, Public Utility Worker, in the Department of Public Works, is reclassified to Water & Sewer Technician I effective November 5, 2025.

Carried – Aye votes (3)

8718-26 Economic Development Department requesting a 1-step increase for Kaitlyn Hazel, Office Assistant III with immediate effect.

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is an internal transfer and her skills and experience merit an increase.

RESOLVED that the request to increase Kaitlyn Hazel 1-step is approved.

Carried – Aye votes (3)

Commissioner Dwyer opened the floor to public comment and walk on items.

8719-26 Department of Public Works requesting the creation of a Housing Program Administrator position in the E&A salary plan with a higher classification.

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it will replace the Housing Manager position currently in the E&A salary plan.

RESOLVED that the request to create a Housing Program Administrator position in the E&A salary plan with a higher classification is approved.

Carried – Aye votes (3)

8720-26 Department of Public Works requesting a 2-steps increase for Michael Shooshanian, Public Services Administrator with immediate effect.

Motion by Commissioner Fakhoury, supported by Commissioner Elhasan,

WHEREAS it will bring his pay equal to the other Administrators in the department.

RESOLVED that the request to increase Michael Shooshanian 2-steps is approved.

Carried – Aye votes (3)

8721-26 There being no further business, the meeting adjourned at 8:45 a.m.

ATTESTED TO:

THE CIVIL SERVICE COMMISSION:

Danielle Chaney
Human Resources Administrator

Wisam Fakhoury
Chairperson

**JOB SPECIFICATION TITLE:
Library Director**

GRADE 314	FLSA STATUS Exempt
<p>CLASS SUMMARY: This position is responsible for directing the overall operations of the library department. Responsibilities include managing staff including hiring and firing decisions; developing and managing the department budget; managing department facilities; and planning and directing programs.</p> <p><u>The Library Director reports to the Library Commission. This position is responsible for the oversight, management, and development of the Department of Libraries, including the Dearborn Historical Museum. Responsibilities include representing the Department of Libraries at meetings with City department heads, City Council, all other city departments and local civic organizations; developing and managing the department budget; developing and implementing procedures & policies of the library & museum.</u></p> <p><u>This position requires an experienced, forward-thinking leader who can balance fiscal responsibility, innovation, staff development, and community engagement in a rapidly changing information environment.</u></p>	

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	
1.	Manages staff to include: prioritizing and assigning work; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Develops and manages operating, capital improvement, and other department budgets.
3.	Manages the repairs, safety, security, improvements, projects, procurement, and other functions of department facilities.
4.	Performs community outreach, responds to media requests, and serves as a liaison to promote library services.
5.	Plans and directs library programs in accordance with community needs for services.
6.	Reviews and approves technology plans for purchasing software, hardware, and other systems.
7.	<u>Liaison</u> between City and Library Commission and oversees all library committee activities.
8.	Demonstrates regular and predictable attendance, including attendance at required meetings.
<p><u>This job</u> description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.</p>	

<p>TRAINING AND EXPERIENCE: Master's degree in Library Science and 10 years of related experience; Some managerial experience required <u>5 - 7 years of progressively responsible library supervisory and management experience.</u></p>
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<p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • Level 1 Certification from the Library of Michigan, Michigan Department of Education to be received within six months of hire • Valid Driver's License

<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Management principles; • Library <u>and museum</u> science principles and practices; • Reference resources; • Dewey decimal system; 	<p>SKILLS:</p> <ul style="list-style-type: none"> • Managing and evaluating staff; • Delegating and prioritizing work; • Using computers and related software; • Developing and administering budgets; • Planning library programs;
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JOB SPECIFICATION TITLE:
Library Director

<ul style="list-style-type: none">● Budgetary principles;● Library operations;● Facility management principles;● <u>Project management principles</u>● <u>Library and museum trends</u>● Community needs <u>assessment and implementation</u> for library services;● Computers and related software;● <u>Technology plans.</u>● <u>Public library classification</u>● <u>Museum classification</u> ● <u>Managing a multi-branch system</u>● Culturally responsive and diverse programming	<ul style="list-style-type: none">● Managing facilities;● Reviewing technology plans for feasibility;● <u>Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to promote library services.</u>● <u>Strong written and verbal communication</u> ● <u>Advocating for library, museum and community needs</u>● <u>Developing strategic plans, vision and mission statements</u>● <u>Developing policies and procedures</u>
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PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

Adjustments to the Website and Design Strategist Position/

TO: Dearborn Civil Service Commission
VIA: Danielle Chaney, Human Resources Administrator

FROM: Mariam Jalloul, Chief Strategy Officer
Katie Doyal-Rabhi, Director of Communications

DATE: Jan. 29, 2026

CC: Brett Cieslak, Senior Human Resources Business Partner

Overview

The Communications Department is requesting that the Civil Service Commission approve the reclassification of the Website and Design Strategist position to the Branding and Design Strategist, along with the accompanying minor description updates. These changes improve clarity, accuracy, and organizational alignment without altering compensation, job level, or essential duties.

The proposed change reflects the calibration of the role's scope of work, which now balances City-wide branding, visual identity, and design strategy, rather than primarily website management.

The requested updates include a title change and minor revisions to the description to clarify responsibilities that already exist in practice. There are no proposed changes to salary, grade, or classification level.

Rationale for Change

While the current title emphasizes website oversight, the position functions as the City of Dearborn's lead authority on branding and visual design across all platforms and departments.

The role is responsible for:

- Developing and stewarding the City's overall branding strategy and visual identity
- Ensuring consistency and quality across print, digital, and multimedia materials
- Serving as a thought partner and project lead for design initiatives across departments

Website oversight remains an important component of the role; however, it is one part of a broader branding and design portfolio. The revised title and description more accurately reflect the position's strategic leadership function and align with comparable roles in peer municipalities.

JOB SPECIFICATION TITLE:
Branding & Design Strategist

<u>GRADE</u> 118	<u>FLSA STATUS</u> Exempt
<p>CLASS SUMMARY: This position will spearhead the City of Dearborn's visual, web, and brand design and collateral. The <u>Branding Website</u> & Design Strategist will serve as a lead creator of content and is responsible for the creation of visually excellent, inclusive, and representative graphics, print, and multimedia design on behalf of the City. They will also serve as the lead <u>brand expert for the City of Dearborn curator for the City of Dearborn website and oversee the design, formatting, consistency, and progression of content, services, and usability of the City's website in coordination with the Department of Innovation & Technology (DoIT).</u> The <u>Branding Website</u> & Design Strategist will develop and lead the branding and design strategy for the City of Dearborn in close consultation with the Director of Communications, the Deputy Director of Communications, and the Digital & Marketing Strategist in line with the City's digital strategy. <u>The Strategist will also be the lead point for the City website, coordinating with any outside contractor and the Department of Innovation & Technology (DoIT) to ensure the design, formatting, and usability to the City website.</u></p> <p>May lead the work of others. Occasional evening and weekend work may be required.</p>	

<p>TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)</p>	
1.	Oversees the City of Dearborn's branding strategy and implementation of branding guidelines. Serve as a key thought partner in the visual articulation of Dearborn's long-term branding strategy.
2.	Ensures that all City of Dearborn products and publications are visually excellent and adhere to the City's brand guidelines. Serve as principal editor and administrator of visual brand guidelines on all design products produced intradepartmentally and interdepartmentally at the City.
3.	Liaises with internal clients for the design, edit, and reformatting of graphics, layouts, and other visual and multimedia collateral. Manage the design process to ensure that products meet the specifications of web, social media, and other distribution channels in a timely and efficient fashion. Organize and retain all designs for record-keeping purposes.
4.	Serves as lead project manager and liaison for visual design initiatives for the Mayor's Office and all City departments. To accomplish this goal, this position will also provide operational support to the Digital & Marketing Strategist, Deputy Director of Communications, and Director of Communications to achieve project goals, including but not limited to project scoping, timelines, pitches, proposals, and presentations.
5.	<u>Will oversee. Serves as lead project manager, liaison, and owner of the City of Dearborn website. This includes, but is not limited to, overseeing the transformation of the</u> content, design, services, and usability <u>of as</u> the City moves to a new website platform; ensuring consistency of design, format, and functionality across all webpages; directing the creation of new content on the website; and communicating when and where structural, design, and content changes are needed with key partners between the Department of Innovation and Technology (DoIT), the Communications Department, and other City subject matter experts (SMEs).

JOB SPECIFICATION TITLE:
Branding & Design Strategist

6.	Develops, updates, and maintains a brand book for the City of Dearborn.
7.	Convenes and leads a "brain trust" of designers and those involved in design initiatives from across the City to plan and execute communication initiatives, ensure brand alignment and consistency, and develop tailored strategies to reach specific audience groups such as seniors, youth, businesses, and others.
8.	Forges key partnerships and manages relationships with external partners to amplify City messaging and design.
9.	Participates in regular staff meetings, work events, attends trainings, provides status reports, leads special projects, and serves on interdepartmental working groups ahead of key public engagements.
10.	Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

TRAINING AND EXPERIENCE: Associate's degree in Graphic Design and at least 5 years of related experience; or, Bachelor's degree in Graphic Design, Journalism, or Communications and at least 3 years of related experience; or, all required certification(s); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- Valid State of Michigan driver's license

JOB SPECIFICATION TITLE:
Branding & Design Strategist

<p>KNOWLEDGE REQUIREMENTS</p>	<ul style="list-style-type: none"> ● Fundamental graphic and layout design techniques and principles; ● Fundamental web design techniques and principles; ● Branding principles such as brand personality, brand management, and brand strategy; ● Document design and layout principles; ● Fundamental printing guidelines and principles; ● Best practices for modern graphics and social media design; ● Incorporating and editing clean, modern, and visually appealing graphic elements into a variety of visual products; ● Computers and related equipment; ● Document and PowerPoint/slide design and layout principles; ● City of Dearborn history and landscape.
<p>SKILL REQUIREMENTS</p>	<ul style="list-style-type: none"> ● Excellent research, writing, editing, verbal, and interpersonal communication skills that prioritize brevity and concision; ● Ability to create a range of products under pressure, without sacrificing quality; ● Proficiency with graphic design tools (e.g., Photoshop, Canva, Figma, Illustrator, etc.); ● Basic use of Joomla, Drupal, and other applicable website platforms that are utilized by the City; ● Efficient and excellent use of Google Workspace products (Sheets, Docs, Forms, Slides, etc.) and Microsoft Suite (Word, Excel, PowerPoint, etc.); ● Strong organizational skills; ● Computers and related equipment; ● Creating graphics for use in printed products; ● Utilizing communication and interpersonal skills as applied to interactions with coworkers, their supervisor, the general public, and others to exchange or convey information and to receive work direction.
<p>PHYSICAL REQUIREMENTS</p>	<p>Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing, and repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time</p>

DEPARTMENT OF LAW



TO: DANIELLE CHANEY, HUMAN RESOURCES DIRECTOR
FROM: BRADLEY J. MENDELSON, DEPUTY CORPORATION COUNSEL
SUBJECT: PROVISIONAL APPOINTMENT FOR OLA FARAJ
DATE: JANUARY 2, 2026

The purpose of this memorandum is to request the provisional appointment of Ola Faraj¹ ("Ola") to Deputy Corporation Counsel, as she will be temporarily assuming the duties and responsibilities of Deputy Corporation Counsel upon my departure from the City on January 14, 2026. The City's Corporation Counsel, Jeremy Romer, had his last day with the City on December 30, 2025, and no replacement has been named as of this writing.

Under Civil Service Rule 7.7, "[w]henver a vacancy exists in a position, and it is desirable that an immediate appointment be made, then the Human Resources Director may certify a candidate who has the minimum qualifications to meet the requirements of the position." If certified, the Human Resources Director would then report the certification to the Commission at their next regular meeting.

As the most senior attorney in the office, Ola will be taking on additional responsibilities normally handled by the Corporation and Deputy Corporation Counsel until replacements are named. These responsibilities are in addition to her duties as a prosecuting attorney for the city, and include, but are not limited to: assigning work to attorneys and staff in the department; attending all city council meetings; and providing legal opinions to the administration, other departments, and city council.

These additional job duties are very demanding and not part of her Senior Attorney job description.² Ola's dedication to the City and the Department of Law, as well as her willingness to perform these additional job functions should be recognized and rewarded. As such, I respectfully request that she be given a provisional appointment to "Deputy Corporation Counsel, Step 1", effective

¹ Ola is currently a Senior Attorney.

² Ola's current salary is \$106,703.

January 15, 2026. This would increase her current salary to \$115,571 until a new Deputy Corporation Counsel is named.³

Respectfully submitted,

Bradley J. Mendelsohn

BRADLEY J. MENDELSON
Deputy Corporation Counsel

³ Under Sec. 1(H) of the current E&A contract, any person hired or promoted into a deputy position must "be placed no lower than the equivalent step or next higher step above the highest paid subordinate within the applicable Deputy grade." In this case, the highest paid subordinate in the Department of Law is Rebecca Schultz, who currently makes \$108,308.

Human Resources



TO: CIVIL SERVICE COMMISSION
FROM: DANIELLE CHANEY, HR ADMINISTRATOR
SUBJECT: RECEIPT AND FILE ITEM – AMENDMENTS TO EXECUTIVE CHEF (PT)
DATE: FEBRUARY 6, 2026

Dear Civil Service Commissioners:

Sean Fletcher, Director of Recreation and Parks, has identified a need to change the title of the existing part-time classification Executive Chef to Banquet Chef. This position is exclusively used at Mystic Creek Golf Course, located on the grounds of Camp Dearborn in Milford.

The Banquet Chef title more correctly fits the golf and banquet industry and will help the department attract more suitable candidates.

Further, the current pay range for Executive Chef has a maximum hourly rate of \$31.50. Due to the demands of the position and market rates at comparable Oakland County golf and banquet facilities, the Recreation and Parks department has requested and received approval from administration to increase the maximum hourly rate for the classification to \$35.

This action will be taken to the City Council for official approval at the next scheduled meeting, due to the Council's authority to approve all amendments to existing Salary Plans.