

**MINUTES OF A SPECIAL MEETING OF THE  
CITY OF BROOKLYN CIVIL SERVICE COMMISSION  
WEDNESDAY, AUGUST 10, 2011 5:00 PM**

Meeting called to order at 5:00 p.m.

**MEMBERS PRESENT:** Chairperson Dan Enovitch, Commissioner Deborah Gamble and Commissioner Sonia Brown.

**MEMBERS ABSENT:** None.

Melinda Holmes was present to discuss the Police Promotional Sergeant Exam. The Commission welcomed her and thanked her for the work she had previously done with the Fire Promotional Lieutenant Exam last year. Ms. Holmes indicated that she does not do any written testing. The Commission will have Paul Michalko of Personnel Selection Services prepare and administer the written exam. The Commission asked Melinda to explain the concept of the traditional assessment center.

Ms. Holmes explained that the assessment center is an all day experience for up to eight (8) candidates maximum. If there are more than eight candidates than an additional day would be necessary. Generally there is one assessor for every two candidates. Ms. Holmes designs five (5) standard exercises based on her meeting with Chief and anyone else from the City that would want to have input and an analysis of the job description and requirements. The activities usually include and in basket, group discussion, written report on an issue or problem, an individual oral presentation, and roll play. The assessment starts at 8:30 a.m. and finishes at 4:30 p.m. Melinda showed the Commission a sample of the scoring matrix that is used by the assessors to grade the candidates.

The Commission questioned where the assessments are usually held. Ms. Holmes has used hotel conference rooms before and they have also been conducted at various Cities. Normally they are conducted on non-business days to avoid interruptions. A continental breakfast, mid-day snack, lunch and afternoon snack are provided to the candidates and assessors. This can be provided either by Melinda or if the City chooses to provide it can be deducted from the cost of the assessment. The quote includes cost of hotel conference rooms if the City can provide two rooms on days that business is not normally conducted those costs as well can be deducted from the quote. The quote is for 6 candidates, additional candidates will be at an additional charge. Melinda will forward to the Commission a proposal for a two day assessment.

The Commission would like to have Paul Michalko of Personnel Selection Services possibly administer both the Police Sergeant Exam and School Accounting Clerk/Typist exam on the same day, possibly a Saturday at the High School.

There being no other business to come before the Commission, meeting adjourned.