

CITY OF MUSKEGON

CIVIL SERVICE COMMISSION

MEETING

August 26, 2026 @ 4:00 PM

CONFERENCE ROOM 103

933 TERRACE STREET, MUSKEGON, MI 49440

AGENDA

☐ **CALL TO ORDER:**

☐ **ROLL CALL:**

☐ **APPROVAL OF MINUTES:**

I. Approval of Minutes. Civil Service

☐ **NEW BUSINESS:**

I. Review and approval of Letter of Understanding. Civil Service

II. Review and approval of new job description. Civil Service

☐ **ANY OTHER BUSINESS:**

☐ **PUBLIC COMMENT:**

☐ **ADJOURNMENT:**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with

disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com

MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS
Meeting Minutes

Wednesday, July 8, 2026
4:00 P.M.

I. CALL TO ORDER

Present: Commissioner Johnny Brown, Commissioner Georgia Moss, Jonathan Seyferth-City Manager; Crystal Brown-Human Resource Supervisor (County), Ken Grant-Finance Director, Joe Buthker-Public Works Superintendent, Kelly Krispin-Human Resource Specialist (County), Dwana Thompson-Director of EEO & Employee Relations; and, Melissa Clark-Human Resource Manager (County).

The Civil Service Commission Meeting was called to order by Commissioner Brown at 4:00 PM.

II. MINUTES

Motion was made by Commissioner Moss and seconded by Commissioner Brown to approve the regular meeting minutes from May 13, 2026.

Motion Carried.

III. ACTION AGENDA

A. Review and Approval of (2) Non-FMLA Leaves of Absence

a. Civil Service/Human Resources

Melissa Clark reported that only (1) of (2) non-FMLA leave of absence requests had been received by the deadline to submit to this commission. She advised the department head was recommending approval for medical reasons, allowed under the Civil Service Rules & Regulations.

A motion was made by Commissioner Moss to approve and Commissioner Brown seconded.

Motion Carried.

IV. INFORMATION ITEMS

There were no information items.

V. OLD BUSINESS

There was no old business.

VI. OTHER/NEW BUSINESS

A. Ken Grant presented an updated job description that corrected wording for supervision of the Finance Clerk. No other changes were needed.



B. Joe Buthker presented wording changes for (2) job descriptions: Water/Sewer Maintenance Worker and Water/Sewer Maintenance Worker with License that edited minimum qualifications to say, “preferred”.

A motion was made by Commissioner Moss to approve the (3) job description edits as presented. Commissioner Brown seconded.

Motion Carried.

VII. PUBLIC COMMENT

Public comment was accepted.

VIII. ADJOURNMENT

Meeting adjourned at 4:09 PM.



Agenda Item Review Form

Muskegon Civil Service Commission

Commission Meeting Date: August 26, 2026	Title: Review and approval of Letter of Understanding.															
Submitted by: LeighAnn Mikesell, Deputy City Manager	Department: Civil Service															
Brief Summary: Review and approval of Letter of Understanding with City for Personnel Director.																
Detailed Summary & Background:																
<u>Goal/Action Item:</u>																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested:	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes	No	N/A												
Yes	No	N/A														
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%;"></td> </tr> </table>	Yes	No	N/A												
Yes	No	N/A														
Recommended Motion: To approve Letter of Understanding as presented.																
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			Communication			Legal Review			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head																
Information Technology																
Other Division Heads																
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Legal Review																

Letter of Understanding

Between the City of Muskegon and its Civil Service Commission

Date: August 12, 2026

Currently, the City of Muskegon contracts with Muskegon County for human resources services. Paragraph 5 of the contract states, "The Civil Service Commission (CSC) shall appoint the County Human Resource Director as the City of Muskegon Personnel Director who shall serve at the pleasure of the CSC."

The city now wishes to establish an internal Human Resources Department and hire a Human Resources Director. The job description for the Human Resources Director includes the following language, "This employee also performs as the Civil Service Director."

This letter of understanding establishes the city's Human Resources Director as the Personnel Director for the city.

Jonathan C. Seyferth
City Manager

Johnny Brown
Civil Service Commission Chair



Agenda Item Review Form

Muskegon Civil Service Commission

Commission Meeting Date: August 26, 2026	Title: Review and approval of new job description.
Submitted by:	Department: Civil Service
Brief Summary:	
Detailed Summary & Background:	
<u>Goal/Action Item:</u> -1	
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:	
Amount Requested:	Budgeted Item:
Fund(s) or Account(s):	Budget Amendment Needed:
Recommended Motion:	
Approvals:	<u>Name the Policy/Ordinance Followed:</u>

**CITY OF MUSKEGON
JOB DESCRIPTION**

HUMAN RESOURCE DIRECTOR

Supervised By: Deputy City Manager, with the consent/approval of the Civil Service Commission

Supervises: Human Resource Department employees & as assigned

Position Summary:

Under the general administrative direction of the Deputy City Manager, coordinates, implements and manages human resource services for the City of Muskegon and the Civil Service Commission. Oversees recruitment, testing and selection procedures used in hiring City employees; is the primary contact for administering and interpreting the Civil Service Commission Rules and Regulations; serves as the key liaison to address policy, practice and advisement to the senior leadership team and staff on the City's personnel matters. Plans, organizes and directs the day-to-day activities of the human resource department and is responsible for assigned employees and contractors, systems/needs assessments, budget preparation assistance and policy and procedure creation and implementation. This employee also performs as the Civil Service Director and performs other work-related activities as required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. **Labor Relations & Compliance:** Manages collective bargaining, employee relations, and contract administration while ensuring compliance with labor laws. Partners with the Deputy City Manager to negotiate collective bargaining agreements and grievances, proposes and drafts contract language, completes cost impact analyses, ensures consistency among union contracts and administers all collective bargaining agreements and employee contracts. Acts as a mediator or facilitator to resolve personnel conflicts. Provides group and individual guidance, coaching and counseling to employees and leadership on matters related to employment, policies, procedures, training, benefits and general human resources issues. Oversees personnel records for all City employees.
2. **HR Strategy & Policy Development:** Implements policies that align with the City and Civil Service Commission's goals and fosters a diverse, inclusive workplace.
3. **Talent Acquisition & Retention:** Oversees recruitment, onboarding, and workforce planning to attract and retain top talent, under the guidelines of the City of Muskegon Charter, Civil Service Rules and Regulations and appropriate collective bargaining agreements.
4. **Employee Development:** Researches and coordinates and/or develops/creates training programs that support employee growth and professional development. Implement and maintain an active safety team to stay apprised of MIOSHA updates and posting requirements.
5. **Compensation & Benefits:** Oversees salary, class and pay structures, employee wellness programs, FMLA, leave time accruals, unemployment, life, disability and worker's compensation. May oversee benefit administration (health, dental, vision), if

needed.

6. **Performance Management:** Develops and administers evaluation processes to enhance employee engagement and accountability. Leads conversations and meetings for coaching, discipline, termination and layoffs/recalls as appropriate.
7. **HR Data & Analytics:** Utilizes HR metrics to improve decision-making; track workforce trends, recommends improvements to HRIS systems and implements, as required. Assists in the development of annual department budget.
8. **Continued Education:** Keeps abreast of legislative and regulatory developments, new administrative techniques, technology upgrades and current issues through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.
9. **General:** Assigns work, supervises assigned personnel, evaluates performance, and recommends training, correction and professional development. Leads and/or administers disciplinary action according to established procedures and labor agreements.
10. Responds to public inquiries constructively and refers complaints or complex issues to the Deputy City Manager and/or the Civil Service Commission as required. Oversees FOIA requests related to personnel files. Represents the department in a positive manner.
11. Attends meetings, performs research, submits reports, and recommends policies and procedures.
12. Serves in a leadership capacity and provides 24-hour support to other departments as operational needs demand. Responds to emergency situations as requested. May be required to work outside of normal business hours in the event of an emergency.
13. Maintains confidentiality in all aspects of the role.
14. Performs other related work as required or assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Required Experience and Training:

- Bachelor's degree from an accredited college or university with a major in Personnel Administration, Human Resource Management, Business or Public Administration or a related field; AND
- Have a minimum of five years of progressively responsible HR leadership, supervisory and administrative experience with a strong focus on labor relations.

Additional Education and Training Preferred:

- Master's degree in HR, Labor Relations or a related field; OR

- SHRM-CP, SHRM-SCP, or similar HR certification or ability to obtain within one year of hire.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of current employment laws and best practices in HR management.
- Thorough knowledge of payroll law and payroll compliance as it relates to administering policies and procedures.
- Experience in public education or government settings.
- Considerable knowledge of the Federal EEOC and Michigan Department of Civil Rights laws;
- Skilled in leading, motivating, delegating, and evaluating the work of others.
- Skilled in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in emergency and confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Valid State of Michigan driver's license and ability to maintain throughout employment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, move around the office to travel to other departments or travel by vehicle to other locations. The employee must occasionally lift and/or move items of light to moderate weight (less than 35 pounds). The noise level in the work environment is usually quiet.

Adopted:

Amended:

Approved: