

**State of Michigan  
CIVIL SERVICE COMMISSION  
Public Meeting  
May 25, 2011**

Present: Thomas M. Wardrop, Chair  
Andrew P. Abood, Commissioner  
Charles Blockett, Jr., Commissioner  
Robert W. Swanson, Commissioner  
Jeremy S. Stephens, State Personnel Director

**CALL TO ORDER**

The meeting of the Civil Service Commission was opened by Chair Thomas Wardrop at 10:00 a.m. in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

**1. APPROVAL OF MINUTES**

Chair Wardrop requested a motion to approve the minutes of the February 9, 2011 meeting. On motion duly made and supported, the Commission approved the minutes of the February 9, 2011 meeting.

**2. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**3. INFORMATIONAL REPORTS**

**Director's Report:**

The Commission received the following report from State Personnel Director Jeremy S. Stephens:

Unclassified Position Report

Civil Service Commission Rules require the State Personnel Director to report on the establishment or abolishment of positions in the state unclassified service. Since the last report, approvals were processed for the following departments:

Department of Human Services  
Department of Attorney General  
Department of Energy, Labor and Economic Growth  
Department of Community Health  
Department of Natural Resources  
Department of Technology, Management and Budget  
Department of State  
Department of Environmental Quality

The State Personnel Director indicated that detailed reports are contained in their informational packets.

## Regulations

Regulation 4.08, Working out of Class, has been updated to further standardize Working out of Class eligibility criteria across classified service. Previous standard 4.B.1.b of the regulation is being deleted. The regulation has been issued with an effective date of May 1, 2011.

### **4. UNFINISHED BUSINESS**

There was no unfinished business.

### **5. NEW BUSINESS**

There was no new business.

### **6. PUBLIC COMMENT**

Chair Wardrop asked if anyone wished to address the Commission. There was no public comment.

## **ADJOURNMENT**

There being no further items for Commission approval or public comments to be heard, Chair Wardrop adjourned the meeting at 10:03 a.m.

## **NOTE**

Copies of any written statements, reports, or staff proposals which were presented to the Commission may be obtained by contacting the Civil Service Commission, Executive Office, Capitol Commons Center, 400 S. Pine Street, P.O. Box 30002, Lansing, Michigan, 48909, or by telephone at 517-373-3020.

I, Jeremy Stephens, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of February 9, 2011.

  
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State Personnel Director