



MINUTES

CIVIL SERVICE COMMISSION

December 2, 2015

Room 128 – West Allis City Hall

PRESENT: Commissioners Judy Shabman, Chairperson
Diane Kucharski
Robert O'Donnell
Walter Zehm

EXCUSED: Mary Cay Freiberg

ALSO PRESENT: Audrey Key, Human Resources Director; Lynn Jopek, HR Staff Assistant III; Joseph Burtch, Assistant City Engineer; Leopold Kos, Engineering Technician V.

Chairperson Shabman called the meeting to order at 6:02 p.m.

1. The minutes of the regular monthly meeting of October 7, 2015 were unanimously passed by motion made by Commissioner Kucharski and seconded by Commissioner Zehm.
2. Appointment(s):

Timothy Last, Senior Sanitation Supervisor, Department of Public Works/Engineering, Sanitation and Streets Division, effective September 1, 2015 [Exam No. 32-15 (P)], Rule XV, Section 9.

Pamela Meier, Record Clerk I, Department of Public Works/Engineering, Water Division, effective September 2, 2015 [Exam No. 33-15 (P)], Rule XV, Section 9.

Kathryn Perrone, Information Technology Supervisor, Information Technology/Communications Department, limited term, temporary appointment which will allow her to telecommute from her out of state residence and remove her supervisory responsibilities, as approved at the October 6, 2015 Council meeting, to be effective October 12, 2015.

Jonathan Kuzma, PC Network Technician II, Information Technology/Communications Department, temporary appointment to Information Technology Supervisor, effective October 12, 2015.

Karyn Rittenhouse, Customer Service Administrator, Department of Public Works/Engineering, Water Division, effective October 12, 2015 [Exam No. 24-15 (O) (P)].

Marian Bretl, Clerk II, Department of Public Works/Engineering, Engineering Division, temporary appointment to PC Network Technician I, Information Technology/Communications Department, effective October 19, 2015.

Motion made by Commissioner Zehm, seconded by Commissioner O'Donnell and unanimously passed to approve the report and place on file as presented by the Human Resources Director.
3. A hearing was declared open at the request of Michael Lewis, Director of Public Works/City Engineer, Department of Public Works/Engineering, and Joseph Burtch, Assistant City Engineer, Department of Public Works/Engineering, Engineering Division, to appoint Leopold Kos, Engineering Technician V, to the position of Engineer II, under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective November 17, 2015 [Exam No. 38-15 (P)]. The Human Resources Director stated that proper notices were posted and that no objections, either written or oral, were filed in the Human Resources Department.

Motion made by Commissioner O'Donnell, seconded by Commissioner Kucharski and unanimously passed to approve the request of Michael Lewis, Director of Public Works/City Engineer, Department of Public Works/Engineering, and Joseph Burtch, Assistant City Engineer, Department of Public Works/Engineering, Engineering Division, to appoint Leopold Kos, Engineering Technician V, to the position of Engineer II, under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective November 17, 2015 [Exam No. 38-15 (P)].

4. Reporting:

- Tuition Reimbursement Quarterly Report (July – September, 2015).

The Human Resources Director noted there were no tuition reimbursements to report for the third quarter.

5. Topics/Items for future Agendas.

There were no topics/items presented for future Agendas.

6. Schedule the next Civil Service meeting for February 3, 2016 at 6:00 p.m., unless matters are brought forward that need to be presented to the Commission before that time.

The meeting adjourned at 6:15 p.m. by motion made, seconded and unanimously passed.

Respectfully submitted,



Audrey Key, Human Resources Director and
Agent for the West Allis Civil Service Commission

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