



MINUTES

CIVIL SERVICE COMMISSION

February 3, 2016

Room 128 – West Allis City Hall

PRESENT: Commissioners Judy Shabman, Chairperson
Mary Cay Freiberg
Diane Kucharski

EXCUSED: Robert O'Donnell
Walter Zehm

ALSO PRESENT: Audrey Key, Human Resources Director; Lynn Jopek, HR Staff Assistant III; Sally Nusslock, Health Commissioner.

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

1. The minutes of the regular monthly meeting of December 2, 2015 were unanimously passed by motion made by Commissioner Kucharski and seconded by Commissioner Freiberg.

2. Eligibility List(s):

Municipal Janitor, Library, Exam No. 34-15 (O) (P), ninety-seven (97) applicants; eighty-five (85) applicants not under consideration; one (1) applicant from the secondary, non-civil service employee list and eleven (11) outside applicants were interviewed, one (1) from the non-civil service employee list and three (3) outside applicants not under consideration after interview. Place eight (8) names on the eligibility list.

Electrical Mechanic I, Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Electrical Section, Exam No. 36-15 (O) (P), six (6) applicants; three (3) not under consideration; one (1) withdrew prior to the interview; two (2) were interviewed, one (1) not under consideration after the interview. Place one (1) name on the eligibility list.

Motion made by Commissioner Freiberg, seconded by Commissioner Kucharski and unanimously passed to approve the report and place on file as presented by the Human Resources Director.

Per the request of the Human Resources Director, the temporary appointment of Kevin Koenig, Item No. 1 on the Supplemental Agenda, was moved to be included with the other appointments.

3. Appointment(s):

Jody Rymaszewski, Clerk I (.5 FTE), Finance Department, temporary appointment to Clerk I (.5 FTE), Department of Building Inspections and Neighborhood Services, effective June 30, 2015.

Leopold Kos, Engineer II, Department of Public Works/Engineering, Engineering Division, effective November 17, 2015 [Exam No. 38-15 (P)], Rule XV, Section 9.

Carolyn Haass, Public Health Nurse I (.5 FTE), Health Department, effective December 1, 2015 [Exam No. 28-15 (O) (P)].

Mark Kasten, Municipal Janitor, Library, effective January 11, 2016 [Exam No. 34-15 (O) (P)].

Jonathan Kuzma, PC Network Technician II (temporarily appointed to Information Technology Supervisor), Center for Excellence, temporary appointment to Voting Equipment Technician, Clerk's Office, effective January 29, 2016, February 16, 2016, March 17 and 18, 2016, and April 5, 2016.

Kevin Koenig, PC Network Technician, Center for Excellence, temporary appointment to Voting Equipment Technician, Clerk's Office, effective January 29, 2016, February 16, 2016, and March 17 and 18, 2016.

Corey Sorrem, Maintenance Repairer, Department of Public Works/Engineering, Building/ Inventory and Electrical Services Division, Building and Sign Section, temporary appointment to Voting Equipment Technician, Clerk's Office, effective February 10 through February 19, 2016 and March 31 through April 8, 2016.

Brett Bartels, Maintenance Repairer, Department of Public Works/Engineering, Sanitation and Streets Division, temporary appointment to Voting Equipment Technician, Clerk's Office, effective February 10 through February 19, 2016 and March 31 through April 8, 2016.

Motion made by Commissioner Kucharski, seconded by Commissioner Freiberg and unanimously passed to approve the report and place on file as presented by the Human Resources Director.

4. Increase of Hours:

Mary Ann Curtis, Public Health Nurse II, Health Department, increase of hours from .9 FTE to 1.0 FTE, effective January 18, 2016.

Motion made by Commissioner Freiberg, seconded by Commissioner Kucharski and unanimously passed to approve the report and place on file as presented by the Human Resources Director.

5. Decrease of Hours:

Lori Hendrickson, Public Health Nurse I, Health Department, decrease of hours from .6 FTE to .5 FTE, effective January 18, 2016.

Motion made by Commissioner Kucharski, seconded by Commissioner Freiberg and unanimously passed to approve the report and place on file as presented by the Human Resources Director.

6. Retirement(s):

Steven Saari, Maintenance Repairer, Department of Public Works/Engineering, Water Division, effective November 30, 2015 (thirty-three (33) years, five (5) months of service).

Joseph Narlock, Street Maintainer, Department of Public Works/Engineering, Sanitation and Streets Division, effective December 30, 2015 (thirty-five (35) years, five (5) months of service).

Jane Schilling, Clerk/Election Specialist, Clerk's Office, effective January 4, 2016 (sixteen (16) years, one (1) month of service).

Motion made by Commissioner Freiberg, seconded by Commissioner Kucharski and unanimously passed to approve the report and place on file as presented by the Human Resources Director.

7. Involuntary Termination(s):

Martin Garcia, Municipal Janitor, Health Department, effective January 15, 2016 (one (1) year, nine (9) months of service).

Motion made by Commissioner Kucharski, seconded by Commissioner Freiberg and unanimously passed to approve the report and place on file as presented by the Human Resources Director.

8. Reporting:

- Tuition Reimbursement Quarterly Report (October – December, 2015), with report including 2015 year-to-date total reimbursements.

The Tuition Reimbursement Quarterly Report was reviewed and placed on file.

9. Topics/Items for future Agendas.

There were no topics/items presented for future Agendas.

10. Schedule the next Civil Service meeting for April 6, 2016 at 6:00 p.m.

The meeting adjourned at 6:12 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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