



AGENDA

CIVIL SERVICE COMMISSION

April 6, 2016 – 6:00 p.m.

Room 128 – West Allis City Hall

1. Approve minutes of the regular monthly meeting of February 3, 2016.

2. Eligibility List(s):

Clerk I-II, Department of Public Works/Engineering, Engineering Division, Exam No. 37-15 (O) (P), one (1) internal applicant from the secondary, non-civil service list was certified; one (1) internal applicant passed the written and keyboarding exams and was interviewed. Place two (2) names on the eligibility list. The open recruitment was cancelled [one hundred four (104)] applicants.

Municipal Janitor, Health Department, Exam No. 02-16 (O), certified four (4) applicants from the Municipal Janitor, Library eligibility list [Exam No. 34-15 (O) (P)]. Place four (4) names on the eligibility list.

Clerk I-II, Department of Public Works/Engineering, Administrative Office, Exam No. 09-16 (O), certified one (1) applicant from the Clerk I-II, Department of Public Works/Engineering, Engineering Division eligibility list [Exam No. 37-15 (O) (P)]. Place one (1) name on the eligibility list.

3. Appointment(s):

Darcy Menzia, Clerk I, Department of Public Works/Engineering, Engineering Division, effective February 11, 2016 [Exam No. 37-15 (O) (P)].

Dustin Robinson, Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Electrical Section, effective February 22, 2016 [Exam No. 36-15 (O) (P)].

Jonathan Matte, Video Production Specialist III, Communications Department, temporary appointment to Cable (Video) Communications Coordinator, effective February 29, 2016.

Yolanda Romero, Municipal Janitor, Health Department, effective March 7, 2016 [Exam No. 02-16 (O)].

Brandon Ottson, Maintenance Repairer, Department of Public Works/Engineering, Water Division, temporary appointment to Water Lead Person, effective January 25 through January 31, 2016.

Brandon Ottson, Maintenance Repairer, Department of Public Works/Engineering, Water Division, temporary appointment to Water Maintainer, effective March 10, 2016.

4. Increase of Hours:

Denise Cleary, Print Shop Technician, Communications Department, increase of hours from .5 FTE to .75 FTE, effective February 2, 2016.

Carolyn Haass, Public Health Nurse I, Health Department, increase of hours from .5 FTE to 1.0 FTE, effective March 7, 2016.

Alicia Molthen, WIC Clerk, Health Department, increase of hours from .5 FTE to 1.0 FTE, effective March 21, 2016.

Kalarose Spencer, WIC Clinic Assistant, Health Department, increase of hours from .8 FTE to 1.0 FTE, effective April 1, 2016.

5. Retirement(s):

Joy Franson, Library Assistant, Library, effective February 17, 2016 (thirty-two (32) years, nine (9) months of service).

Rose Aird, Public Health Nurse II, Health Department, effective February 26, 2016 (thirty-four (34) years, two (2) months of service).

Jerold Musial, Cable (Video) Communications Coordinator, Communications Department, effective February 26, 2016 (twenty-eight (28) years, five (5) months of service).

6. Resignation(s):

Jeffrey Warchol, Assistant City Attorney III, Attorney's Office, effective February 12, 2016 (thirteen (13) years, four (4) months of service).

Katrina Fritsch, Community Health Nutritionist I, Health Department, effective March 3, 2016 (one (1) year, eight (8) months of service).

Julie Bigley, Wellness Coordinator (.5 FTE), Health Department, effective March 29, 2016 (three (3) years, three (3) months of service).

7. Hearing at the request of Michael Lewis, Director of Public Works/City Engineer, Department of Public Works/Engineering, David Wepking, Assistant Director of Public Works, Department of Public Works/Engineering, and Bruce Danowski, Sanitation and Streets Superintendent, Department of Public Works/Engineering, Sanitation and Streets Division, to promote Russell Jensen, Maintenance Repairer, to the position of Street and Sewer Maintainer, under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective February 15, 2016 [Exam No. 10-16 (P)].

8. Hearing at the request of Michael Lewis, Director of Public Works/City Engineer, Department of Public Works/Engineering, David Wepking, Assistant Director of Public Works, Department of Public Works/Engineering, and Bruce Danowski, Sanitation and Streets Superintendent, Department of Public Works/Engineering, Sanitation and Streets Division, to promote Timothy Schneider, Street and Sewer Supervisor, to the position of Senior Street and Sewer Supervisor, under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective February 15, 2016 [Exam No. 11-16 (P)].

9. Hearing at the request of Michael Lewis, Director of Public Works/City Engineer, Department of Public Works/Engineering, David Wepking, Assistant Director of Public Works, Department of Public Works/Engineering, and Al Brooks, Electrical Superintendent, Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Electrical Section, to promote David Young, Electrical Mechanic II (Certified), to the position of Lead Electrical Mechanic (Certified), under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective February 15, 2016 [Exam No. 12-16 (P)].
10. Hearing at the request of Michael Koszalka, Library Director, Library, to appoint Karen Keiper, Library Assistant, an unclassified position, to the position of Library Assistant, .5 FTE classified position, under the provision of Civil Service Rule XV, Section 11, which governs appointment from an unclassified to classified position, effective April 4, 2016 [Exam No. 13-16 (P)].
11. Hearing at the request of Michael Koszalka, Library Director, Library, to appoint Christine Ratkowski, Library Assistant, an unclassified position, to the position of Library Assistant, .5 FTE classified position, under the provision of Civil Service Rule XV, Section 11, which governs appointment from an unclassified to classified position, effective April 4, 2016 [Exam No. 14-16 (P)].
12. Topics/Items for future Agendas.
13. Schedule the next Civil Service meeting.

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Upon reasonable notice, the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program, or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services, and/or benefits.