



## MINUTES

### CIVIL SERVICE COMMISSION

April 6, 2016

Room 128 – West Allis City Hall

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

ALSO PRESENT: Jane Barwick, Principal HR Analyst; Lynn Jopek, HR Staff Assistant III; Bruce Danowski, Sanitation and Streets Superintendent; Russell Jensen, Maintenance Repairer; Timothy Schneider, Street and Sewer Supervisor; Al Brooks, Electrical Superintendent; David Young, Electrical Mechanic II (Certified); Michael Koszalka, Library Director; Karen Keiper, Library Assistant; Christine Ratkowski, Library Assistant; Tammy Jensen.

Chairperson Shabman called the meeting to order at 6:00 p.m.

1. The minutes of the regular monthly meeting of February 3, 2016 were unanimously passed by motion made by Commissioner Freiberg and seconded by Commissioner Kucharski.

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.

The Principal HR Analyst indicated the Civil Service Agenda had the Clerk I-II, Department of Public Works/Administrative Office, Exam No. 09-16 inadvertently listed as an open (O) recruitment instead of a promotional (P) recruitment and requested the Commissioners take action on the corrected item.

Clerk I-II, Department of Public Works/Engineering, Administrative Office, Exam No. 09-16 (P), 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.

Motion made by Commissioner Kucharski, seconded by Commissioner Zehm and unanimously passed to approve the report with change as noted and place on file as presented by the Principal HR Analyst.

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.

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 Principal HR Analyst.

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.

Motion made by Commissioner O'Donnell, seconded by Commissioner Freiberg and unanimously passed to approve the report and place on file as presented by the Principal HR Analyst.

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).

Motion made by Commissioner Freiberg, seconded by Commissioner Kucharski and unanimously passed to approve the report and place on file as presented by the Principal HR Analyst.

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).

Motion made by Commissioner Kucharski, seconded by Commissioner Zehm and unanimously passed to approve the report and place on file as presented by the Principal HR Analyst.

7. A hearing was declared open 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)]. The Principal HR Analyst stated the proper notices were posted and that no objections, either written or oral, were filed in the Human Resources Department.

Motion made by Commissioner Zehm, seconded by Commissioner O'Donnell and unanimously passed to approve 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. A hearing was declared open 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)]. The Principal HR Analyst stated the 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 Freiberg and unanimously passed to approve 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. A hearing was declared open 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)]. The Principal HR Analyst stated the proper notices were posted and that no objections, either written or oral, were filed in the Human Resources Department.

Motion made by Commissioner Freiberg, 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, 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. A hearing was declared open 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)]. The Principal HR Analyst stated the proper notices were posted and that no objections, either written or oral, were filed in the Human Resources Department.

Motion made by Commissioner Zehm, seconded by Commissioner O'Donnell and unanimously passed to approve 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. A hearing was declared open 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)]. The Principal HR Analyst stated the 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 Freiberg and unanimously passed to approve 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.

The Principal HR Analyst noted elections for Chairperson and Secretary would be held at the May meeting.

13. Schedule the next Civil Service meeting for May 4, 2016 6:00 p.m.

The meeting adjourned at 6:19 p.m. by motion made, seconded and unanimously passed.

Respectfully submitted,



Jane Barwick, Principal HR Analyst and  
Agent for the West Allis Civil Service Commission

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

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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.