



AGENDA

CIVIL SERVICE COMMISSION

May 4, 2016 – 6:00 p.m.

Room 128 – West Allis City Hall

1. Approve minutes of the regular monthly meeting of April 6, 2016.

2. Eligibility List(s):

Assistant City Attorney I-II-III, Attorney's Office, Exam No. 03-16 (O) (P), forty-eight (48) applicants; forty-one (41) not under consideration; seven (7) were interviewed, three (3) not under consideration after the interview. Place four (4) names on the eligibility list.

Community Health Nutritionist I, Health Department, Exam No. 08-16 (O) (P), thirteen (13) applicants; nine (9) not under consideration; one (1) withdrew prior to the interview; three (3) were interviewed, two (2) not under consideration after the interview. Place one (1) name on the eligibility list.

Receptionist, Health Department, Exam No. 16-16 (P), one (1) applicant was certified. Place one (1) name on the eligibility list.

3. Appointment(s):

Russell Jensen, Street and Sewer Maintainer, Department of Public Works/Engineering, Sanitation and Streets Division, effective February 15, 2016 [Exam No. 10-16 (P)], Rule XV, Section 9.

Timothy Schneider, Senior Street and Sewer Supervisor, Department of Public Works/Engineering, Sanitation and Streets Division, effective February 15, 2016 [Exam No. 11-16 (P)], Rule XV, Section 9.

David Young, Lead Electrical Mechanic (Certified), Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Electrical Section, effective February 15, 2016 [Exam No. 12-16 (P)], Rule XV, Section 9.

Karen Keiper, Library Assistant (.5 FTE), Library, effective April 4, 2016 [Exam No. 13-16 (P)], Rule XV, Section 11.

Christine Ratkowski, Library Assistant (.5 FTE), Library, effective April 4, 2016 [Exam No. 14-16 (P)], Rule XV, Section 11.

Andrea Burns, Library Technician, Library, temporarily assigned to help in the Clerk's Office for post-election tasks, effective April 18 through April 29, 2016.

Denise Cleary, Print Shop Technician, Communications Department, temporarily assigned to help in the Clerk's Office for post-election tasks, effective April 18 through April 29, 2016.

Sarah Fonaas, Clerk I, Department of Public Works/Engineering, Administrative Office, effective April 21, 2016 [Exam No. 09-16 (P)].

4. Retirement(s):

Lynn Hagerty, Clerk II, Department of Public Works/Engineering, Administrative Office, effective April 1, 2016 (six (6) years of service).

5. Hearing at the request of Michael Lewis, Director of Public Works/City Engineer, Department of Public Works/Engineering, and David Wepking, Assistant Director of Public Works, Department of Public Works/Engineering, to promote Andrea Hetzer, Clerk I, to the position of Clerk 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 May 2, 2016 [Exam No. 19-16 (P)].

6. Election of Chairperson and Secretary per Rule I, Section 1 – the Commission shall, by secret ballot, at its regular meeting in May of each year, elect one (1) of its members Chairperson and another Secretary. Each shall serve a term of one (1) year and until a successor is duly elected.

7. Reporting:

- Tuition Reimbursement Quarterly Report (January – March, 2016).

8. Topics/Items for future Agendas.

9. Schedule the next Civil Service meeting.

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.

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.