



MINUTES

**CIVIL SERVICE COMMISSION**

May 4, 2016

Room 128 – West Allis City Hall

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

ALSO PRESENT: Audrey Key, Human Resources Director; Lynn Jopek, HR Assistant III; David Wepking, Assistant Director of Public Works; Andrea Hetzer, Clerk I.

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

1. The minutes of the regular monthly meeting of April 6, 2016 were unanimously passed by motion made by Commissioner Freiberg and seconded by Commissioner Kucharski.

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.

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

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.

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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)].

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.

4. Retirement(s):

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

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 Human Resources Director.

5. A hearing was declared open 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)]. The Human Resources Director 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, 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 officers under the provisions of Civil Service Rule I, Section 1.

By secret ballot voting, nominations for Chairperson included three for Commissioner Kucharski and two for Commissioner Zehm; nominations for Secretary included two for Commissioner O'Donnell, two for Commissioner Zehm, and one for Commissioner Shabman. Commissioner

Zehm asked that his nominations be declined. Let the record note that based on the secret ballot votes, Commissioner Kucharski will be appointed Chairperson and Commissioner O'Donnell as Secretary, effective for the term of June 1, 2016 through May 31, 2017.

7. Reporting:

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

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

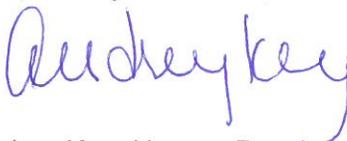
8. Topics/Items for future Agendas.

The conversion to NeoGov, a computer software program used for automating the City's recruiting process, will be on the Agenda for August.

9. Schedule the next Civil Service meeting for August 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 6:16 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

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.