



AGENDA

CIVIL SERVICE COMMISSION

August 3, 2016 – 6:00 p.m.

Room 128 – West Allis City Hall

1. Approve minutes of the regular monthly meeting of May 4, 2016.

2. Eligibility List(s):

Clerk II, Clerk's Office, Exam No. 05-16 (O) (P), two hundred fifty-two (252) applicants; one (1) internal applicant was certified; one hundred thirty-nine (139) not under consideration; twenty-three (23) did not appear for the written exam; two (2) withdrew prior to the written exam; four (4) failed the written exam; twelve (12) passed the written exam but were not in the top group brought in for the keyboarding exam; two (2) did not appear for the keyboarding exam; ten (10) failed the keyboarding exam; thirty-six (36) passed the written and keyboarding exams but were not in the top group brought in for an interview; one (1) withdrew prior to the interview; twenty-two (22) were interviewed, one (1) not under consideration after the interview. Place twenty-two (22) names on the eligibility list (one (1) internal applicant and twenty-one (21) outside applicants).

Public Health Nurse I, Health Department, Exam No. 07-16 (O) (P), ten (10) applicants; four (4) not under consideration; two (2) withdrew prior to the interview; four (4) were interviewed, one (1) not under consideration after the interview. Place three (3) names on the eligibility list.

Truck Driver, Department of Public Works/Engineering, Sanitation and Streets Division, Exam No. 15-16 (O) (P), seventy-five (75) applicants; thirty-three (33) not under consideration; eight (8) did not appear for the physical agility exam; three (3) failed the physical agility exam; two (2) did not appear for the pre-trip inspection/driving test; one (1) withdrew prior to the pre-trip inspection/driving test; two (2) failed the pre-trip inspection/driving test; six (6) passed the physical agility exam and pre-trip inspection/driving test but were not in the top group brought in for an interview; twenty (20) were interviewed. Place twenty (20) names on the eligibility list.

Equipment Mechanic I, Department of Public Works/Engineering, Fleet Services Division, Exam No. 17-16 (O) (P), eighteen (18) applicants; twelve (12) not under consideration; two (2) withdrew prior to the interview; four (4) were interviewed. Place four (4) names on the eligibility list.

Assessment Clerk I, Assessor's Office, Exam No. 21-16 (O) (P), eighty-eight (88) applicants; sixty-one (61) not under consideration; seven (7) did not appear for the written and keyboarding exams; eight (8) failed the keyboarding exam; four (4) passed the written and keyboarding exams but were not in the top group brought in for an interview; eight (8) were interviewed, four (4) not under consideration after the interview. Place four (4) names on the eligibility list.

Library Circulation Services Representative, Library, Exam No. 25-16 (O), certified three (3) applicants from the Clerk II, Clerk's Office eligibility list [Exam No. 05-16 (O) (P)]. Place three (3) names on the eligibility list.

3. Appointment(s):

Nicholas Cerwin, Assistant City Attorney II, Attorney's Office, effective May 2, 2016 [Exam No. 03-16 (O) (P)].

Andrea Hetzer, Clerk II, Department of Public Works/Engineering, Administrative Office, effective May 2, 2016 [Exam No. 19-16 (P)], Rule XV, Section 9.

Joseph Durica, Intern, Center for Excellence, temporary appointment to PC Network Technician I, effective May 4, 2016. Joseph also has a temporary appointment to Voting Equipment Technician, Clerk's Office, effective June 23, 2016, July 11 and 12, 2016, August 9, 2016, two days at the end of September, 2016, and November 8, 2016.

Calli Bemis, Community Health Nutritionist I, Health Department, effective May 16, 2016 [Exam No. 08-16 (O) (P)].

Nadine McAdams, Receptionist, Health Department, effective May 16, 2016 [Exam No. 16-16 (P)].

Nicole O'Connor, Senior Accountant, Finance Department, temporary appointment to Finance Supervisor, effective June 1, 2016.

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 June 23, 2016, July 11 and 12, 2016, August 9, 2016, two days at the end of September, 2016, and November 8, 2016.

Randal Lenich, Equipment Mechanic I, Department of Public Works/Engineering, Fleet Services Division, effective July 18, 2016 [Exam No. 17-16 (O) (P)].

Jennifer Strand, Clerk II, Clerk's Office, effective July 18, 2016 [Exam No. 05-16 (O) (P)].

Melissa Thomas, Public Health Nurse I, Health Department, effective July 18, 2016 [Exam No. 07-16 (O) (P)].

Brett Bartels, Maintenance Repairer, Department of Public Works/Engineering, Sanitation and Streets Division, temporary appointment to Voting Equipment Technician, Clerk's Office, effective August 4 through August 12, 2016 and November 3 through November 11, 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 August 4 through 12, 2016 and November 3 through 11, 2016.

4. Retirement(s):

Judith Delgado, Library Circulation Services Representative, Library, effective April 29, 2016 (three (3) years of service).

Jeffrey Krause, Truck Driver, Department of Public Works/Engineering, Sanitation and Streets Division, effective May 2, 2016 (thirty-three (33) years of service).

Ronald Terkel, Truck Driver, Department of Public Works/Engineering, Sanitation and Streets Division, effective May 2, 2016 (thirty-three (33) years of service).

Eileen Jenkins, Assessment Clerk I (.75 FTE), Assessor's Office, effective June 1, 2016 (eighteen (18) years, eight (8) months of service).

Jody Rymaszewski, Clerk I (.5 FTE), Finance Department, effective June 16, 2016 (seven (7) years, two (2) months of service).

Barbara Weller, Buyer Assistant II, Finance Department, effective July 8, 2016 (twenty-eight (28) years, ten (10) months of service).

5. Resignation(s):

Kevin Koenig, PC Network Technician I, Center for Excellence, effective May 3, 2016 (three (3) years, nine (9) months of service).

Lori Hendrickson, Public Health Nurse I, Health Department, effective July 26, 2016 (two (2) years, two (2) months of service).

6. Involuntary Termination(s):

Richard Budny, Truck Driver, Department of Public Works/Engineering, Sanitation and Streets Division, effective June 28, 2016 (three (3) years, seven (7) months of service).

7. Expiration of City Commitment for Military Leave of Absence:

Ross Baker, PC Network Technician I, Center for Excellence, effective May 1, 2016 (nine (9) years, ten (10) months of service; Ross was on active military leave of absence since March 26, 2013).

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 Doug Bartels, Building and Sign Maintenance/Inventory Superintendent, Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Building and Sign Section, to promote David Schriener, Painter, to the position of Senior Painter, under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective July 9, 2016 [Exam No. 27-16 (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 Don Molleson, Electrical Mechanic I, to the position of Electrical Mechanic II (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 August 1, 2016 [Exam No. 26-16 (P)].

10. Reporting:
 - Tuition Reimbursement Quarterly Report (April – June, 2016).
11. Discuss:
 - NeoGov recruiting software implementation.
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.