



MINUTES

CIVIL SERVICE COMMISSION

August 3, 2016

Room 128 – West Allis City Hall

PRESENT: Commissioners Diane Kucharski, Chairperson
Mary Cay Freiberg
Judy Shabman
Walter Zehm

EXCUSED: Robert O'Donnell

ALSO PRESENT: Audrey Key, Human Resources Director; Lynn Jopek, HR Assistant III; Doug Bartels, Building and Sign Maintenance/Inventory Superintendent; David Schriener, Painter; Al Brooks, Electrical Superintendent; Don Molleson, Electrical Mechanic I.

Chairperson Kucharski called the meeting to order at 6:00 p.m., and thanked Commissioner Shabman for serving as Chairperson for the last year.

1. The minutes of the regular monthly meeting of May 4, 2016 were unanimously passed by motion made by Commissioner Freiberg and seconded by Commissioner Shabman.
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.

Motion made by Commissioner Shabman, 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):

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, Information Technology/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), Information Technology/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.

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

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).

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

5. Resignation(s):

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

Lori Hendrickson, Public Health Nurse I (.5 FTE), Health Department, effective July 26, 2016 (two (2) years, two (2) months of service).

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

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).

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

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

Ross Baker, PC Network Technician I, Information Technology/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).

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

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 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)]. The Human Resources Director stated that proper notices were posted and that no objections, either written or oral, were filed in the Human Resources Department.

Motion made by Commissioner Shabman, seconded by Commissioner Zehm 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 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. 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 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)]. The Human Resources Director stated that 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 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 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).

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

11. Discuss:

NeoGov recruiting software implementation.

The Human Resources Director stated the HR Department began implementation of the NeoGov recruitment software in June. NeoGov is a leader in on-demand human resources software for the public sector and available free of charge to the City through our membership in CVMIC (Cities and Villages Mutual Insurance Company). It will automate the hiring process via an online application and applicant tracking system, provide EEO/adverse impact reporting, and is compatible with the City's website software. Ms. Key indicated computer kiosks will be available at City Hall for those applicants who do not have access to a computer. She also stated NeoGov is compatible with a recruitment testing software package, Biddle, which the HR

Department has requested be purchased through the 2017 Budget's Capital Improvement Program. This software is also endorsed by CVMIC. Utilizing an online testing software will save in hard copy material costs, provide efficiency for HR staff (administration/scoring the exams) and convenience for applicants, and ensure validity testing standards are adhered to.

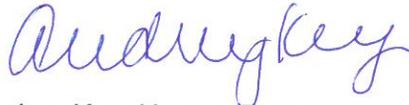
12. Topics/Items for future Agendas.

- Disciplinary action grievance hearing(s) per Rule IX, Section 2 of the Civil Service Rules and Regulations.
- Removal from eligible list hearing(s).
- Role of the Commissioners per Rule IX, Section 2 of the Civil Service Rules and Regulations.

13. Schedule the next Civil Service meeting for September 7, 2016 at 6:00 p.m.

The meeting adjourned at 6:50 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

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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.



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Insight

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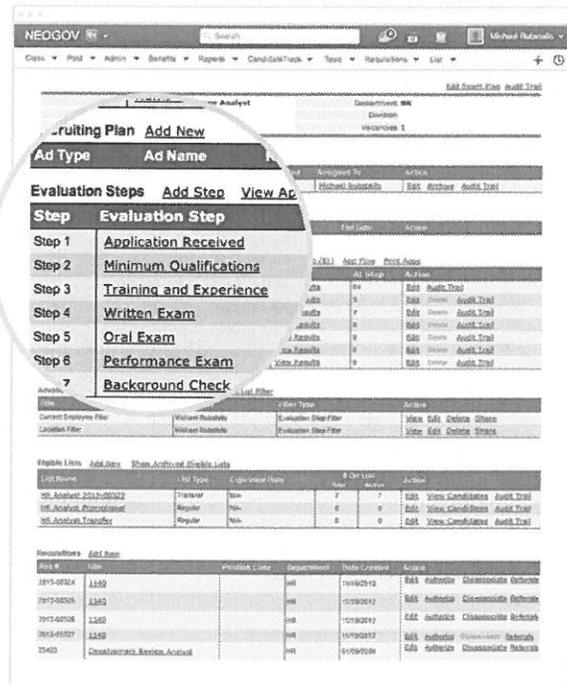
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- ✓ Utilize education and experience scoring
- ✓ Deploy panel interview scoring
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KRISTIN OLSEN - Lynwood Unified School District



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- ✓ Post jobs to your career website
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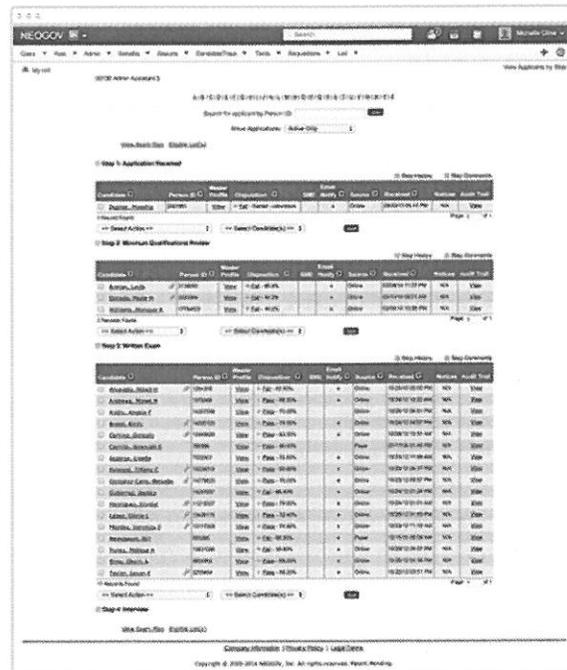
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- ✓ Maintain detailed applicant history
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DEBBIE NISHIYAMA - State of Hawaii

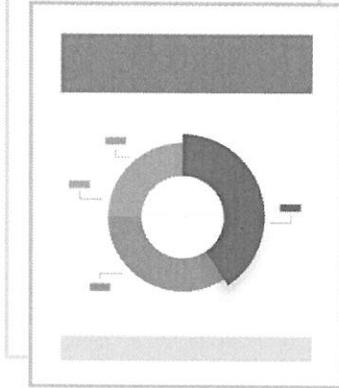


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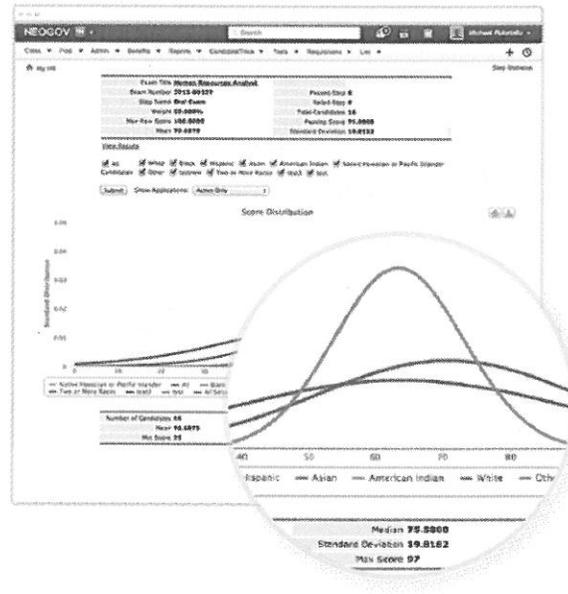
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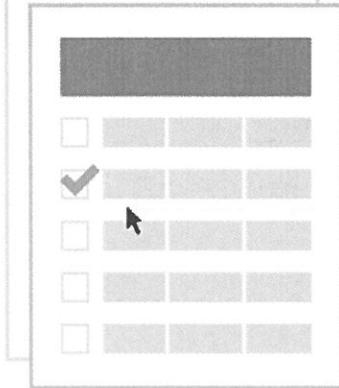
- ✓ Eligible list weighted and ranked scores
- ✓ Additional points (i.e. veteran's preference, promo, etc.)
- ✓ Selective certifications
- ✓ Multiple eligible lists (i.e RIF, transfer, etc.)
- ✓ Custom referral rules
- ✓ Eligible list snapshots

✓ Online certification of applicants to hiring managers

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