



AGENDA

CIVIL SERVICE COMMISSION

September 7, 2016 – 6:00 p.m.

Room 128 – West Allis City Hall

1. Approve minutes of the regular monthly meeting of August 3, 2016.
 2. Request from Human Resources Director to remove three (3) names from the Truck Driver eligibility list, Exam No. 15-16 (O) (P).
 3. Request from Human Resources Director to remove one (1) name from the Buyer/Senior Buyer eligibility list, Exam No. 24-16 (O) (P).
 4. Request from Human Resources Director to remove one (1) name from the Library Circulation Services Representative eligibility list, Exam No. 25-16 (O), along with the initial Clerk II eligibility list, Exam No. 05-16 (O) (P).
 5. Eligibility List(s):

Accounting Specialist, Finance Department, Exam No. 23-16 (O) (P), seventy-six (76) applicants; sixty-seven (67) not under consideration; one (1) did not appear for the interview; eight (8) were interviewed, three (3) not under consideration after the interview. Place five (5) names on the eligibility list.

Buyer/Senior Buyer, Finance Department, Exam No. 24-16 (O) (P), twenty-six (26) applicants; twenty (20) 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.
 6. Appointment(s):

David Schriener, Senior Painter, Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Building and Sign Section, effective July 9, 2016 [Exam No. 27-16 (P)], Rule XV, Section 9.

Don Molleson, Electrical Mechanic II (Certified), Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Electrical Section, effective August 1, 2016 [Exam No. 26-16 (P)], Rule XV, Section 9.

Edward Schmidt, Assistant Pumping Station Operator, Department of Public Works/Engineering, Water Division, temporary appointment to Pumping Station Operator, effective August 8, 2016.
 7. Retirement(s):

Clarence Froelich, Equipment Mechanic I, Department of Public Works/Engineering, Fleet Services Division, effective August 1, 2016 (thirty-six (36) years, eleven (11) months of service).

Lawrence Riley, Pumping Station Operator, Department of Public Works/Engineering, Water Division, effective August 16, 2016 (thirty-six (36) years, four (4) months of service).

Susan Wichmann, Purchasing Clerk II, Finance Department, effective August 24, 2016 (twenty-seven (27) years of service).
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8. Resignation(s):

Robert Mane, Truck Driver, Department of Public Works/Engineering, Sanitation and Streets Division, effective July 29, 2016 (one (1) year, seven (7) months of service).

Emma Cobb, Librarian I (.5 FTE), Library, effective August 27, 2016 (one (1) year, two (2) months of service).

9. Involuntary Termination(s):

Dustin Robinson, Electrical Mechanic I, Department of Public Works/Engineering, Building/Inventory and Electrical Services Division, Electrical Section, effective July 29, 2016 (five (5) months of service).

10. Hearing at the request of Michael Koszalka, Library Director, Library, to appoint Ashley Wagner, Library Circulation Services Representative, an unclassified position, to the position of Library Circulation Services Representative, 1.0 FTE classified position, under the provision of Civil Service Rule XV, Section 11, which governs appointment from an unclassified to classified position, effective September 5, 2016 [Exam No. 29-16 (P)].

11. 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 Mark Jutrzonka, Interim Water System Superintendent, Department of Public Works/Engineering, Water Division, to promote Edward Schmidt, Assistant Pumping Station Operator, to the position of Pumping Station Operator, under the provision of Civil Service Rule XV, Section 9, which governs promotion without examination on the basis of ascertained merit and seniority, effective September 8, 2016 [Exam No. 30-16 (P)].

“PLEASE TAKE NOTICE that the West Allis Civil Service Commission will meet in open session on Wednesday, September 7, 2016 at 6:00 p.m. in Room 128, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, to vote on a motion to convene in closed session at said time and place to consider employment, promotion, compensation or performance evaluation data of certain employees under which the governmental body has jurisdiction or exercises responsibility regarding a personnel matter. This is authorized pursuant to Section 19.85(1) (c), Wisconsin Statutes.”

12. Request from the Human Resources Director to remove one (1) name from the Truck Driver eligibility list, Exam No. 15-16 (O) (P).

“PLEASE TAKE FURTHER NOTICE that the West Allis Civil Service Commission will thereafter reconvene in open session, to consider the following agenda items.”

13. Overview session with the Attorney’s Office pertaining to Rule IX, Section 2 of the Civil Service Rules and Regulations as requested by the Commission.

14. Information to be communicated:

- A. Classification/Compensation Study undertaking
- B. Human Resources Department restructure

15. Topics/Items for future Agendas.

16. 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.