



MINUTES

CIVIL SERVICE COMMISSION

September 7, 2016

Room 128 – West Allis City Hall

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

EXCUSED: Walter Zehm

ALSO PRESENT: Audrey Key, Human Resources Director; Lynn Jopek, HR Assistant III; Michael Koszalka, Library Director; David Wepking, Assistant Director of Public Works; Mark Jutrzonka, Interim Water System Superintendent, Edward Schmidt, Assistant Pumping Station Operator; Sheryl Kuhary, Assistant City Attorney III; Richard Schurman, Equipment Operator II; Gary Banaszynski, Equipment Operator I; Thomas Orr, Equipment Operator I; Mark Malkowski.

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

1. The minutes of the regular monthly meeting of August 3, 2016 were unanimously passed by motion made by Commissioner Shabman and seconded by Commissioner O'Donnell.
2. Request from Human Resources Director to remove three (3) names from the Truck Driver eligibility list, Exam No. 15-16 (O) (P).

The Human Resources Director stated the request has been revised to remove two (2) names from the eligibility list.

Motion made by Commissioner O'Donnell, seconded by Commissioner Freiberg and unanimously passed to approve the request of the Human Resources Director to remove two (2) names from the Truck Driver eligibility list, Exam No. 15-16 (O) (P), and allow one (1) applicant to exercise their right to a hearing before the Commission at the October 5, 2016 meeting.

3. Request from Human Resources Director to remove one (1) name from the Buyer/Senior Buyer eligibility list, Exam No. 24-16 (O) (P).

Motion made by Commissioner Freiberg, seconded by Commissioner Shabman and unanimously passed to approve the request of the 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).

The Human Resources Director stated the applicant was informed they were not eligible for either position as a background check determined they did not meet the minimum requirements, and a Certified letter was sent as confirmation of this information. Per Post Office records, the attempt to deliver the Certified letter was unsuccessful. The

Human Resources Director asked the Commissioners if they were comfortable with removing the name from the eligibility list, or if they would like us to try any other means to contact the applicant. The Commissioners stated they were satisfied with the verbal notification and the attempt made to contact the applicant by Certified letter.

Motion made by Commissioner Shabman, seconded by Commissioner O'Donnell and unanimously passed to approve the request of the 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.

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.

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.

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.

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).

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

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).

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.

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).

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.

10. A hearing was declared open 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)]. 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 O'Donnell and unanimously passed to approve 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. 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 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)]. 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 O'Donnell, 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 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)].

Chairperson Kucharski stated it was the intention of the Commission 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.

Upon a motion by Chairperson Kucharski and after roll call of all Commissioners, it was unanimously agreed upon to meet in closed session.

At 6:40 p.m., after adjournment of the closed session, and upon motion made and seconded and unanimously passed, the regular meeting of the Civil Service Commission reconvened in open session.

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

While in closed session, motions were made, seconded and unanimously passed to approve the request of the Human Resources Director to remove one (1) name from the Truck Driver eligibility list, Exam No. 15-16 (O) (P).

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.

Sheryl Kuhary, Assistant City Attorney III, distributed and reviewed Rule IX of the Civil Service Rules and Regulations, a Hearing Procedure Summary, and a Grievance Hearing Procedure Guide, with the Commissioners. She stated she will serve as legal advisor to the Commission at the Grievance Hearing.

Attorney Kuhary stated a record of the hearing will be made by audio recording. A discussion ensued as to whether the Commissioner's were comfortable with the audio recording and support staff's note taking during the hearing, or if they wanted a Court Reporter to be present. The Commissioners stated the audio recording, along with support staff's notes, would be sufficient.

The Commissioners sought clarification on Rule IX, Section 2 c) (2) and (3). Attorney Kuhary stated the Commissioners are tasked with determining if the level of discipline imposed was appropriate, noting per the Civil Service Rules and Regulations, the Commissioners are able to impose less discipline or no discipline at all, but could not impose more than was issued.

A discussion ensued as to a date for the Grievance Hearing, and it was decided it would be held on Wednesday, September 28, 2016 at 6:00 p.m.

14. Information to be communicated:

- A. Classification/Compensation Study undertaking

The Human Resources Director stated the Common Council is currently conducting a City-wide classification/compensation study with an anticipated completion date of late November, 2016. Relevant information will be provided to the Civil Service Commission upon Council's adoption/implementation.

B. Human Resources Department restructure

The Human Resources Director stated the Common Council recently approved the City Administrator's request to move the part-time Wellness Coordinator position from the Health Department to the HR Department. She stated this will result in dividing the current HR Analyst position into two positions: one focusing on benefits and wellness, and the other on recruitments and general HR duties. Filling of the positions will occur upon Council's approval of the salary range for the positions.

15. Topics/Items for future Agendas.

Rule IX Discipline, Section 2 Grievance Procedure.

16. Schedule the next Civil Service meeting for October 5, 2016 at 6:00 p.m.

The meeting adjourned at 7:16 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.