

PROCEEDINGS OF THE
CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
July 13, 2007 - 8:00am REVISED
NEW BERLIN CITY HALL, 3805 S. Casper Drive

Please note: Minutes are unofficial until approved by the Civil Service Commission at their next regularly scheduled meeting.

Present: Commissioners Virginia Moths, Gary Gray, Bernie Kramer, Kelly Parbs, Helen Uhan
Also present: Marilyn Gauger
Absent:

Chairperson Moths called the meeting to order at 8:00 a.m.

APPROVAL OF MINUTES June 29, 2007

Motion by Commissioner Virginia Moths to Approve Minutes, Second by Bernie Kramer
Motion Approved Unanimously

DISCUSSION AND CHANGES TO CHAPTER 11

Commission discussed potential pros and cons of having the Commission more involved/aware of the hiring/application process, and giving Department Heads and Managers access to employment applications.

We noted the following:

- All other local CSC's that we reviewed have at least minimal, usually more, involvement with the application and hiring process.
- This commission does not see the benefit of getting directly involved in the application/hiring process, but would like to see more layers of review and accountability in the process, as modeled by other local CSC's.
- In the interest of protecting and including those directly involved in the hiring process, we are recommending that Department Heads and Managers, along with HR, have access to all employment applications.
- Building in a "check and balance" system will alleviate the HR Manager from having sole access and responsibility in the hiring process. It is foreseeable that on occasion a dept head or manager would not need to, or want to see an application and would not have to exercise his/her right to see it. In the event, however, that a department head or manager would find it useful to review such applications, he/she should have access to them.

11-8 C1

ADD

Department Head, Supervisor & Human Resource Director shall have access to all applications.

ADD

Reports to Commissioners:

We would like to see a report from the Director of HR regarding vacant position applicants to include
Position

Number of Applicants

Number of Applicants Tested,

Number of Applicants Interviewed

Name of New Hire

11-8 D

D Original entrance examination eligible list.

Change the sentence

From:

If there is no reinstatement list, or if the vacancy cannot be filled from the reinstatement list, the Director of Human Resources shall submit the names of the three persons standing highest on the original entrance examination

To:

If there is no reinstatement list, or if the vacancy cannot be filled from the reinstatement list, the Director of Human Resources shall *submit all applications to the Supervisor & Department Head.*

(1). Promotional All current civil service employees who apply for the vacant position, who meet the minimum qualifications, and pass the examination shall be certified *to the Department Head and Supervisor*. Added: to the Department Head and Supervisor

(2.) Veterans. Change to read:

If the addition of veteran's preference points to the applicant's score would displace an applicant that applicant's name will be certified and Director of Human Resources shall submit these names to the Department Head and Supervisor.

11-8 E

E Merit & qualifications.

Change to:

The *Department Head & Supervisor* with input from the Director of Human Resources, shall fill the vacancy on the basis or merit and qualifications from the names certified.

F Salaries

(1.) Change Starting salaries....following criteria:

To: Starting salaries are determined by the director of Human Resources based on the *Pay Plan Matrix*.

What does "to the first quartile of..." mean?

ELECTIONS:

Chairman:

Virginia Moths nominated as Chairman by Gary Gray

Second by Kelly Parbs

Motion by Comm. Helen Uhan to close the nomination

Second by Commissioner Gary Gray

Motion Approved Unanimously

Motion to Approve Virginia Moths as Chairperson Gary Gray

Second by Kelly Parbs

Motion Approved Unanimously

Secretary:

Helen Uhan nominated as Secretary by Virginia Moths

Second by Commissioner Kelly Parbs

Motion by Comm. Virginia Moths to close the nomination

Second by Commission Gary Gray

Motion Approved Unanimously

Motion to Approve Helen Uhan as Secretary by Gary Gray

Second by Commissioner Kelly Parbs

Motion Approved Unanimously

ADJOURN:

Motion by Comm. Kelly Parbs to adjourn meeting.

Second by Comm. Virginia Moths

Motion Approved Unanimously

9:05 am

Submitted by Helen Uhan, Secretary, Civil Service Commission