

**MILWAUKEE COUNTY  
CIVIL SERVICE COMMISSION MEETING  
July 10, 2014 2:00 pm  
Courthouse Room 306**

**AGENDA**

**ROLL CALL:**

**OLD BUSINESS:**

**NEW BUSINESS:**

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from June 12, 2014.

**Recommendation of the Department of Human Resources: Approve**

2. The Secretary to the Civil Service Commission forwards the minutes of the Milwaukee County Personnel Review Board of May 13, May 16, May 27, May 30, June 10, & June 13, 2014.

**Recommendation of the Department of Human Resources: Receive & Place on File**

3. From the Milwaukee County Clerk, requesting to transfer the position of Director of the Election Commission from the classified to the unclassified service.

**Recommendation of the Department of Human Resources: Approve**

4. From Counsel to the Civil Service Commission, recommending rules for administrative hearing procedures.

*(Per Section 19.85(1)(c) of the Wisconsin Statutes, the Civil Service Commission may convene into closed session to discuss this item and may reconvene into open session to take action on the item.)*

5. From Counsel to the Civil Service Commission, reviewing candidates to serve as Administrative Hearing Officers to the Commission.
6. Scheduling additional meeting(s) before the next regular Civil Service Commission meeting on October 2, 2014.

MILWAUKEE COUNTY  
CIVIL SERVICE COMMISSION MEETING  
Thursday, June 12, 2014, 2:00 pm  
Courthouse Room 306

Minutes

**ROLL CALL:**

Present: Anne Szczygiel, President, Mary Ellen Powers, Arthur Phillips, Maria Monteagudo  
Absent: Erbert Johnson

**OLD BUSINESS: None**

**NEW BUSINESS:**

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from May 22, 2014.

**Recommendation of the Department of Human Resources: Approve**

**ACTION:** Arthur Phillips made a motion to approve the minutes; it was seconded by Mary Ellen Powers.

**Ayes – 4:** Mary Ellen Powers, Arthur Phillips, Maria Monteagudo, Anne Szczygiel.

**Noes – 0**

**CLOSED SESSION:**

Per Section 19.85(1)(g) of the Wisconsin Statutes, the Civil Service Commission may convene into closed session to discuss agenda items 2 & 3 and may reconvene into open session to take action on the items.

2. From the Attorney to the Civil Service Commission, discussion of Act 203 compliance issues.

**ACTION:** Mary Ellen Powers made a motion to go into closed session per the above statute; it was seconded by Maria Monteagudo.

**Ayes – 4:** Mary Ellen Powers, Arthur Phillips, Maria Monteagudo, Anne Szczygiel.

**Noes – 0**

**ACTION:** Mary Ellen Powers made a motion to reconvene into open session; it was seconded by Arthur Phillips.

**Ayes – 4:** Mary Ellen Powers, Arthur Phillips, Maria Monteagudo, Anne Szczygiel.

**Noes – 0**

**ACTION:** No action taken on this item by the Commission.

3. From the County Executive's office, presenting concerns to the members of the Civil Service Commission.

**Appearances:** Raisa Koltun, Chief of Staff, County Executive's Office, Larry Gram, Nursing Administrative Coordinator, Behavioral Health Division, Molly Zillig, Principle Assistant Corporation Counsel, Rick Ceschin, Deputy Director, Department of Human Resources, Paul Bargren, Corporation Counsel, Kerry Mitchell, Chief Human Resources Officer, Nicole Robbins, Legal Counsel, Civil Service Commission

**Recommendation of the Department of Human Resources: Receive & Place on File**

**ACTION:** So ordered.

Meeting adjourned at 4:00 pm.

Approved by:



Rick Ceschin  
Secretary to the Civil Service Commission

RC:jam

C: Personnel Review Board

# **Milwaukee County Personnel Review Board**

## **Meeting Minutes – May 13, 2014**

### **I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:02 AM on Tuesday, May 13, 2014 in Room 504 of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Susan A. Lueger, Ms. Mary K. Bruno, and Ms. Melissa R. Soberalski.

Ms. Melissa D. Hudson was excused.

### **II. Approval of Minutes of the April 29, 2014 Meeting**

Ms. Lueger moved, Ms. Soberalski seconded and the Board, by vote of 4-0, approved the minutes of the April 29, 2014 meeting.

### **III. Communications and/or comments from the public, if any**

The Board heard the request of Attorney Graham Weimer, MacGillis, Wiemer, LLC, regarding the Kevin Wheeler matter that is scheduled for Friday, May 16, 2014. Attorney Wiemer is seeking to reschedule the hearing because Mr. Wheeler will be out of town. Attorney Lee Jones, Principal Assistant, Corporation Counsel, had no objections. Ms. Bruno moved, Ms. Lueger seconded and the Board voted (4-0) to reschedule the Kevin Wheeler matter for Tuesday, May 27, 2014.

### **IV. Correspondence**

The Board received a resignation letter from Michael Vlach. Ms. Bruno moved, Ms. Soberalski seconded and the Board voted (4-0) to accept the resignation of Michael Vlach effective May 6, 2014 and closed this case.

### **V. First Appearances**

#### **A. DISCHARGES**

**MEGAN RAUSCHENBERGER, Executive Assistant, AGING**  
**DIS 2-4110 dated 04/24/2014**  
(Refer to Agenda Item VII C)

## **B. SUSPENSIONS**

### **SUSAN GROOMS, Stores Clerk 1, SHERIFF**

#### **SUS 1-4108 dated 04/24/14**

The Board heard the report of Charmaine Gee, Interim Executive Secretary for the Office of the Personnel Review Board, that Susan Grooms had submitted a signed waiver of hearing on the Notice of Suspension. Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0), accepted the waiver and closed this case.

### **SONIA PORTER, Correction Officer 1, SHERIFF**

#### **SUS 1-4109 dated 4/24/14**

The Board heard the report of Charmaine Gee, Interim Executive Secretary for the Office of the Personnel Review Board, that Sonia Porter had submitted a signed waiver of hearing on the Notice of Suspension. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the waiver and closed this case.

### **LATOYA RENFRO, Correction Officer 1, SHERIFF**

#### **SUS 1-4107 dated 4/24/14**

The Board heard the report of Charmaine Gee, Interim Executive Secretary for the Office of the Personnel Review Board, that Latoya Renfro had submitted a signed waiver of hearing on the Notice of Suspension. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the waiver and closed this case.

### **KIM LISOWSKI, Clerical Assistant 2, SHERIFF**

#### **SUS 1-3538 dated 03/26/2011 for IA #11-043 for 10 days**

#### **SUS 1-4104 dated 4/24/2014 for IA #13-331 for 2 days**

#### **SUS 1-4105 dated 4/24/2014 for IA #13-360 for 5 days**

#### **SUS 1-4106 dated 4/24/2014 for IA #14-083 for 10 days**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that Kim Lisowski, who was present, waived her rights to a hearing within 21 days pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME to represent her before the Board in all matters regarding the instant charges and was seeking a hearing certain date. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), scheduled the matter of Kim Lisowski for hearing certain on Friday, July 11, 2014.

### **JENNIFER SMITH, Correction Officer 1, SHERIFF**

#### **SUS 1-4103 dated 04/24/2014**

The Board heard the report of Charmaine Gee, Interim Executive Secretary of the Personnel Review Board, that the Office had received a written request from Ms. Smith to schedule her matter for a hearing certain. This continuation is made with the knowledge and consent of Jennifer M. Smith, who was not present, that she waived her right to a hearing within 21 days, pursuant to Chapters 63.10 and 63.12, Wis. Stats. Ms. Soberalski moved, Ms. Bruno seconded, and the Board, by unanimous vote (4-0), continued the matter for hearing date certain at 9:00 a.m. on Tuesday, June 24, 2014.

**VANESSA LAESSIG, Clerical Assistant 1, SHERIFF**

**SUS 1-4102 dated 04/24/2014**

(Refer to Agenda Item VII C)

**TRACEY KEARNEY, Certified Nursing Assistant, BHD**

**SUS 1-4103 dated 04/24/2014**

The Board heard the report of Attorney Molly Zillig, Principal Assistant Corporation Counsel, for the appointing authority, that the appointing authority was withdrawing the Notice of Suspension against Tracey Kearney. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the withdrawal of the charges and closed this case.

### **C. GRIEVANCE**

**DAVID SIKORSKI, Zookeeper, ZOO**

**GRI #42910 dated 05/01/14**

The Board called the grievance matter of David Sikorski. Appearing before the Board, Attorney Craig Johnson, Sweet and Associates, LLC, legal counsel for District Council 48, AFSCME stated that he was not prepared to address the merits of jurisdiction. Attorney Molly Zillig, Principal Assistant Corporation Counsel on behalf of the appointing authority stated for the record that the Board does not have jurisdiction to hear this matter.

*At 9:29 a.m., Ms. Lueger moved, Ms. Bruno seconded and the Board voted (3-0) to go into closed session to deliberate the jurisdiction of the David Sikorski grievance. At 9:46 a.m. after deliberating in closed session, the Board reconvened in open session.*

The Board did not find it had the authority to hear this case based upon consideration of the Milwaukee County General Ordinance 17.207(1). Ms. Lueger moved, Ms. Soberalski seconded, and the Board voted (4-0) not to take jurisdiction of the request for a grievance appeal by David Sikorski.

## **VI. Update**

### **A. DISCHARGE**

**MABEL CARTER-MITCHELL, Certified Nursing Assistant, BHD**

**DIS 2-4005 dated 10/17/13**

The Board heard the report of Calvin Lee, Staff Representative District Council 48, AFSCME, that as a result of the Last Chance Agreement in place for Mabel Carter-Mitchell, she is back to work. Mr. Lee stated that as soon as he is able to have Ms. Carter-Mitchell sign the agreement, he will forward a copy of it to the office of the Personnel Review Board. Mr. Lee requested that this item be removed from the Personnel Review Board's calendar. Attorney Lee Jones, Principal Assistant, Corporation Counsel, had no objections. It was agreed that the issue will be removed from the calendar, but can be addressed again in the future if necessary. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) to remove the Mabel Carter-Mitchell matter from the Personnel Review Board calendar

## VII. Hearings

### A. **DISCHARGES**

**VELONIA WILLIAMS, Clerical Assistant 1, COURTS**  
**DIS 2-4076 dated 03/07/14**  
(Refer to Agenda Item VII C)

### B. **SUSPENSIONS**

**SPENSER MOODY, Correction Officer, SHERIFF**  
**SUS 1-4016 dated 10/17/13**  
(Refer to Agenda Item VII C)

**SHAUNTA FINLEY, Clerical Assistant 1, COURTS**  
**SUS 1-4013 dated 10/17/13**  
(Refer to Agenda Item VII C)

**JEREMIAH KING, Correction Officer 1, SHERIFF**  
**SUS 1-4014 dated 10/17/13 for IA #13-224 for 10 days**  
**SUS 1-4015 dated 10/17/13 for IA #13-225 for 15 days**  
**SUS 1-4016 dated 03/06/14 for IA #14-039 for 25 days**  
(Refer to Agenda Item VII C)

### C. **HEARINGS**

*The Board heard the Velonia Williams matter, and took a lunch break at 12:13 p.m.*

*At 12:54 p.m. the Board reconvened and heard the Spenser Moody matter. Next, the Board heard the Shaunta Finley matter. Following that, the Board heard the Vanessa Laessig matter. Next, the Board heard the Jeremiah King matter, and finally the Board heard the Megan Rauschenberger matter.*

*At 4:11 p.m. Ms. Bruno moved, Ms. Soberalski seconded, and the Board voted (4-0) to go into closed session to deliberate the Velonia Williams, Spenser Moody, Shaunta Finley, Vanessa Laessig, Jeremiah King and Megan Rauschenberger matters. At 4:38 p.m., after deliberating in closed session, the Board reconvened in open session.*

**DAVID SIKORSKI, Zookeeper, ZOO**  
**GRI #42910 dated 05/01/14**

The Board did not find it had the authority to hear this case based upon consideration of the Milwaukee County General Ordinance 17.207(1). Ms. Lueger moved, Ms. Soberalski seconded, and the Board voted (4-0) not to take jurisdiction of the request for a grievance appeal by David Sikorski.

**VELONIA WILLIAMS, Clerical Assistant 1, COURTS**  
**DIS 2-4076 dated 03/07/14**

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (o), and upheld the charges for discharge.

**SPENSER MOODY, Correction Officer, SHERIFF**

**SUS 1-4016 dated 10/17/13**

Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (k), (q) and (x), and upheld the 30-day suspension.

**SHAUNTA FINLEY, Clerical Assistant 1, COURTS**

**SUS 1-4013 dated 10/17/13**

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (k) and (l), and upheld the 30-day suspension.

**VANESSA LAESSIG, Clerical Assistant 1, SHERIFF**

**SUS 1-4102 dated 04/24/2014**

Ms. Lueger moved, Ms. Bruno seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (t), and (u), and upheld the 20-day suspension.

**JEREMIAH KING, Correction Officer 1, SHERIFF**

**SUS 1-4014 dated 10/17/13 for IA #13-224 for 10 days**

**SUS 1-4015 dated 10/17/13 for IA #13-225 for 15 days**

**SUS 1-4016 dated 03/06/14 for IA #14-039 for 25 days**

Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient and uncontroverted to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (o), and upheld the 10-day suspension, 15-day suspension, and 25-day suspension.

**LEON WOODS, Correction Officer 1, SHERIFF**

**SUS 1-4018 dated 10/17/13 for IA #13-271 for 3 days**

The Board heard the report of Charmaine Gee, Interim Executive Secretary for the Office of the Personnel Review Board, that Leon Woods had submitted a signed waiver of hearing on the Notice of Suspension. Ms. Lueger moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0), accepted the waiver and closed this case.

**MEGAN RAUSCHENBERGER, Executive Assistant, AGING**

**DIS 2-4110 dated 04/24/2014**

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (4-0) found the evidence was sufficient and uncontroverted to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (o), and upheld the Charges for Discharge.

**VIII. Adjournment**

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by vote of 4-0, adjourned the meeting at 4:38 PM.

Minutes submitted by: Charmaine J. Gee, Interim Executive Secretary

# **Milwaukee County Personnel Review Board**

## **Meeting Minutes – May 16, 2014**

### **I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:02 AM on Tuesday, May 16, 2014 in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Susan A. Lueger, and Ms. Melissa D. Hudson.

Ms. Melissa R. Soberalski and Ms. Mary K. Bruno were excused.

### **II. Communications and/or comments from the public, if any**

The Board heard the report of Calvin Lee, Staff Representative District Council 48, AFSCME that the signed Agreement for Mabel Carter-Mitchell had been submitted to the Office of the Personnel Review Board. The Board took no further action.

### **III. Correspondence**

None.

### **IV. Hearings**

#### **A. DISCHARGES**

**ERIC DAHLGREN, Clerical Assistant 1, CLERK OF CIRCUIT COURT  
DIS 2-4085 dated 04/04/14  
(Refer to Agenda Item IV B)**

**BARBARA LATHAN, Correction Officer 1, HOC  
DIS 2-4034 dated 11/22/13 for HOC IA # 13-022  
(Refer to Agenda Item IV B)**

**ARMANDO MACIEL, Correction Officer 1, HOC  
DIS dated 04/04/14 for HOC IA # 13-105**

The Board heard the report of Attorney Mark Sweet, Sweet and Associates, LLC legal counsel for District Council 48, AFSCME that Armando Maciel, who was present, submitted a letter of resignation effective May 16, 2014. Ms. Lueger moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), accepted the resignation of Armando Maciel and closed the case.

**AUDRA L. HALE, Registered Nurse, BHD  
DIS 2-4080 dated 03/20/14**

Due to time constraints, the Board rescheduled the Audra L. Hale matter to Tuesday, June 24, 2014.

## **B. HEARINGS**

*The Board heard the Eric Dahlgren matter. Next, the Board heard Barbara Lathan matter. At 12:10 p.m. the Board took a break for lunch.*

*At 12:45 p.m. the Board reconvened and continued the Barbara Lathan matter. At 2:43 p.m. Ms. Lueger moved, Ms. Hudson seconded, and the Board voted (3-0) to go into closed session to deliberate the Eric Dahlgren, and the Barbara Lathan matters. At 3:04 p.m., after deliberating in closed session, the Board reconvened in open session.*

### **ERIC DAHLGREN, Clerical Assistant 1, CLERK OF CIRCUIT COURT DIS 2-4085 dated 04/04/14**

Ms. Hudson moved, Ms. Lueger seconded, and the Board, voted unanimously (3-0), that the evidence was sufficient that Mr. Dahlgren violated Civil Service Rule VII, Section 4(1), paragraph (t) and upheld the charges for discharge.

### **BARBARA LATHAN, Correction Officer 1, HOC DIS 2-4034 dated 11/22/13 for HOC IA # 13-022**

Ms. Lueger moved, Ms. Hudson seconded, and the Board voted unanimously (3-0) that the evidence was sufficient that Ms. Adams violated Civil Service Rule VII, Section 4(1), paragraphs (l), (u), and (ee), to wit; Milwaukee County House of Correction Rules 202.14, 202.17, 202.23, 202.30 and 202.43, and upheld the charges for discharge.

## **V. Adjournment**

Ms. Hudson moved, Ms. Lueger seconded, and the Board, by vote of 3-0, adjourned the meeting at 3:09 PM.

Minutes submitted by: Charmaine J. Gee, Interim Executive Secretary

# **Milwaukee County Personnel Review Board**

## **Meeting Minutes – May 27, 2014**

### **I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:00 AM on Tuesday, May 27, 2014 in Room 201-B of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Melissa D. Hudson, and Ms. Mary K. Bruno.

Ms. Susan A. Lueger and Ms. Melissa R. Soberalski were excused.

### **II. Approval of Minutes of the May 13, 2014 Meeting**

Ms. Bruno moved, Ms. Hudson seconded and the Board, by vote of 3-0, approved the minutes of the May 13, 2014 meeting.

### **III. Approval of Minutes of the May 16, 2014 Meeting**

Ms. Hudson moved, Ms. Bruno seconded and the Board, by vote of 3-0, approved the minutes of the May 16, 2014 meeting.

### **IV. Communications and/or comments from the public, if any**

None.

### **V. Correspondence**

The Board received an opinion letter from Attorney Paul Bargren Corporation Counsel regarding a change in the Milwaukee County Mental Health Board, rendering the decision that the PRB does not have the jurisdiction to hear discipline matters from BHD. The Civil Service Commission has not made a determination on taking the cases from BHD and had received the opinion letter as advisement. The Board heard the report of Attorneys Lee Jones and Molly Zillig, Principal Assistants Corporation Counsel regarding the matters scheduled under first appearances. The employees along with their representatives agreed to waive their rights to a hearing within 21 days and were seeking hearing certain dates. The Board scheduled the matters on Tuesday, August 5, 2014 to give time for the Civil Service Commission to make a decision on the matter.

## **VI. First Appearances**

### **A. SUSPENSION & DISCHARGES**

**ARVAYA Y. CORBINS, Certified Nursing Assistant, BHD**

**SUS dated 05/09/14 for 5 days**

**DIS dated 05/09/14**

**DIS dated 05/09/14**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that Arvaya Y. Corbins, who was present, waived her rights to a hearing within 21 days pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME to represent her before the Board in all matters regarding the instant charges and was seeking a hearing certain date. Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), scheduled all the matters of Arvaya Y. Corbins for joint hearing certain on Tuesday, August 5, 2014.

### **B. SUSPENSIONS**

**CYNTHIA CALDWELL, Certified Nursing Assistant, BHD**

**SUS 1-4118 dated 5/15/14 for 1 day**

**SUS 1-4119 dated 5/15/14 for 1 day**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that Cynthia Caldwell, who was present, waived her rights to a hearing within 21 days pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME to represent her before the Board in all matters regarding the instant charges and was seeking a hearing certain date. Ms. Bruno moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), scheduled all the matters of Cynthia Caldwell for joint hearing certain on Tuesday, August 5, 2014.

### **C. GRIEVANCE**

**SEAN TOURTILLOTT, Airport Maintenance Worker, DOT**

**GRI #52129 dated 04/16/14**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that Sean Tourtillott, who was present, authorized District Council 48, AFSCME to represent him in this matter and is seeking a hearing certain date. Attorney Lee Jones, Principal Assistant, Corporation Counsel, had no objections. Ms. Bruno moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), continued the matter of Sean Tourtillott for hearing certain on Tuesday, August 19, 2014.

**EARL MAYS, Park Maintenance Worker, PARKS**

**GRI #45044 dated 04/14/14**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that Earl Mays, who was present, authorized District Council 48, AFSCME to represent him in this matter and is seeking a hearing certain date. Attorney Lee Jones, Principal Assistant, Corporation Counsel, had no objections. Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), continued the matter of Earl Mays for hearing certain on Tuesday, August 19, 2014.

**DEBORAH GALL, Licensed Practicing Nurse, HOC  
GRI #51522 dated 04/23/14**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that Deborah Gall, who was present, authorized District Council 48, AFSCME to represent her in this matter and is seeking a hearing certain date. The Board had some questions as to the jurisdiction of the matter since the employee has resigned effective May 9, 2014. The Board will make a decision on jurisdiction and whether or not the case can be heard on the merits on August 19, 2014. Attorney Lee Jones, Principal Assistant, Corporation Counsel, had no objections. Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), continued the matter of Deborah Gall for hearing certain on Tuesday, August 19, 2014.

**VII. Update**

**A. SUSPENSION**

**ALLEN BULTMAN, Deputy Sheriff 1, SHERIFF  
SUS 1-3744 dated 06/01/12 for 20 days**

The Board heard the report of Charmaine Gee, Interim Executive Secretary for the Personnel Review Board that Allen Bultman, who was not present, will be retiring from his position in County Service effective June 1, 2014. Attorney Graham Wiemer appeared on behalf of Mr. Bultman had not objections. Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), accepted the retirement of Allen Bultman and closed this case.

**VIII. Hearings**

**A. DISCHARGES**

**KEVIN WHEELER, Deputy Sheriff 1, SHERIFF  
DIS 2-3845 dated 11/09/12 for IA # 11-369  
(Refer to Agenda Item VII C)**

**RICKY McCOY, Stores Clerk 3, ZOO  
DIS 2-3963 dated 06/12/13  
(Refer to Agenda Item VII C)**

**B. SUSPENSIONS**

**KEITH VILLWOCK, Deputy Sheriff 1, SHERIFF  
SUS 1-3746 dated 06/01/12 for IA # 11-295 for 20 days**

The Board heard the report of Attorney Graham Wiemer that an oral resolution agreement had been reached. Mr. Villwock's suspension will be reduced from 20 days to 5 days, and he will serve them on July 6, 7, 10, 11, and 12. Attorney Lee Jones, Principal Assistant Corporation Counsel, concurred. Ms. Bruno moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), accepted the oral resolution of Keith Villwock and closed this case.

**TOY WASHINGTON, Office Support Assistant 2, COURTS  
SUS 1-4022 dated 10/28/13 for 30 days**

The Board heard the report of Charmaine Gee, Interim Executive Secretary for the Personnel Review Board that Toy Washington, who was not present, resigned from County Services effective February 18, 2014. Ms. Bruno moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), accepted the resignation of Toy Washington and closed this case.

**KHALID MAJEED, Correction Officer 1, SHERIFF  
SUS 1-4072 dated 03/06/14 for IA # 14-035 for 6 days**

The Board heard the report of Lee Jones, Principal Assistant Corporation Counsel that he was able to contact Mr. Majeed and that Mr. Majeed intends to submit a waiver and accept his 6 day suspension. Ms. Bruno moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), accepted the waiver of Khalid Majeed and closed this case.

**B. HEARINGS**

*The Board heard the Ricky McCoy matter. At 12:00 p.m., the Board took a short break.*

*At 12:10 p.m. the Board reconvened and continued the Ricky McCoy matter. Next the Board heard part of the Kevin Wheeler matter. At 4:05 p.m. Ms. Bruno moved, Ms. Hudson seconded, and the Board voted (3-0) to go into closed session to deliberate the Ricky McCoy matter. At 4:21 p.m., after deliberating in closed session, the Board reconvened in open session.*

**RICKY McCOY, Stores Clerk 3, ZOO**

**DIS 2-3963 dated 06/12/13**

Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (i), (j), (k), (l), (t), (u) and (x), and upheld the Charges for Discharge.

**KEVIN WHEELER, Deputy Sheriff 1, SHERIFF**

**DIS 2-3845 dated 11/09/12 for IA # 11-369**

Due to time constraints, the Board moved to continue the matter of Kevin Wheeler to Friday, May 30, 2014.

**IX. Adjournment**

Ms. Hudson moved, Ms. Bruno seconded, and the Board, by vote of 3-0, adjourned the meeting at 4:22 PM.

Minutes submitted by: Charmaine J. Gee, Interim Executive Secretary

# **Milwaukee County Personnel Review Board**

## **Meeting Minutes – May 30, 2014**

### **I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:09 AM on Tuesday, May 30, 2014 in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present beginning at 9:09 AM: Mr. Daniel T. Dennehy, Ms. Mary K. Bruno, and Ms. Melissa D. Hudson. Ms. Melissa R. Soberalski arrived for the meeting's later hearings at 12:20 PM., and replaced Ms. Mary K. Bruno, who departed at 12:10 p.m. and was present only to complete the Kevin Wheeler hearing.

Ms. Susan A. Lueger was excused.

### **II. Communications and/or comments from the public, if any**

None

### **III. Correspondence**

None

### **IV. Hearings**

#### **A. DISCHARGES**

**KEVIN WHEELER, Deputy Sheriff 1, SHERIFF  
DIS 2-3845 dated 11/9/12 for IA #11-369  
(Refer to Agenda Item IV D)**

**SHANNON CHACHERE-MINDINGALL, Clerical Assistant 1, COURTS  
DIS 2-4081 dated 3/24/14  
(Refer to Agenda Item IV D)**

**DAVID J. SIEJKOWSKI, Correction Officer 1, HOC  
DIS dated 04/04/14 for HOC IA # 14-054**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel for the appointing authority, that the parties had reached a Settlement Agreement. Charmaine Gee, Interim Executive Secretary for the Personnel Review Board, confirmed receipt of a signed copy, and Calvin Lee, Staff Representative, District Council 48, concurred. Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), accepted the Settlement Agreement and closed this case.

## **B. SUSPENSIONS AND DISCHARGE**

### **QUINTON THOMAS, Correction Officer 1, HOC SUS 1-4094 dated 4/4/14 for HOC IA #13-046 for 30 days**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel for the appointing authority, that Quinton Thomas had submitted a signed waiver of hearing on the 30 day suspension. Ms. Hudson moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), accepted the waiver and closed this case.

### **DIS 2-4095 dated 4/4/14 for HOC IA #13-114 (Refer to Agenda Item IV D)**

## **C. SUSPENSIONS**

### **CHRISTINA DIGGS, Correction Officer 1, HOC SUS 1-4089 dated 4/4/14 SUS 1-4090 dated 4/4/14 SUS 1-4091 dated 4/4/14**

The Board heard the report of Calvin Lee, District Council 48, that Christina Diggs had submitted signed waivers of hearing for all three Notices of Suspension. Ms. Bruno moved, Ms. Hudson seconded, and the Board, by unanimous vote (3-0), accepted the waivers and closed all three cases.

## **D. HEARINGS**

*The Board heard the Kevin Wheeler matter, which had been carried over from the previous meeting on Tuesday, May 27, 2014. At 11:38 a.m. Ms. Hudson moved, Ms. Bruno seconded, and the Board voted (3-0) to go into closed session to deliberate the Kevin Wheeler matter. At 12:05 p.m., after deliberating in closed session, the Board reconvened in open session, and took a break for lunch.*

*At 12:38 p.m. the Board reconvened and heard the Quinton Thomas matter. Next, the Board heard the Shannon Chachere-Mindingall matter. At 3:13 p.m. Ms. Hudson moved, Ms. Soberalski seconded, and the Board voted (3-0) to go into closed session to deliberate the Quinton Thomas matter. At 3:17 p.m., after deliberating in closed session, the Board reconvened in open session.*

### **KEVIN WHEELER, Deputy Sheriff 1, SHERIFF DIS 2-3845 dated 11/9/12 for IA #11-369**

The Board found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l) and (u). Ms. Hudson moved, Ms. Bruno seconded, and the Board voted (3-0) and found the penalty of a discharge too severe and reduced the penalty to a 30-day suspension. The Board strongly recommends that Mr. Wheeler receive further training of at least four weeks if he is reinstated to his previously held position.

**SHANNON CHACHERE-MINDINGALL, Clerical Assistant 1, COURTS  
DIS 2-4081 dated 3/24/14**

The Board heard the report of Craig Johnson, Sweet and Associates, LLC, that the parties had reached an oral agreement. Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel for the appointing authority, concurred. This agreement was reached after a hearing on the matter of discharge of Ms. Chachere-Mindingall had already been partially conducted. Ms. Hudson moved, Ms. Soberalski seconded, and the Board, by unanimous vote (3-0), continued the matter for an update report on Tuesday, June 10, 2014.

**QUINTON THOMAS, Correction Officer 1, HOC  
DIS 2-4095 dated 4/4/14 for HOC IA #13-114**

The Board found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (a), (b), (l), (n), and (ff) specifically Milwaukee County House of Corrections Rules and Procedures 202.23, and upheld the Charges for Discharge.

**V. Adjournment**

Ms. Hudson moved, Ms. Lueger seconded, and the Board, by vote of 3-0, adjourned the meeting at 3:18 PM.

Minutes submitted by: Charmaine J. Gee, Interim Executive Secretary

# **Milwaukee County Personnel Review Board**

## **Meeting Minutes – June 10, 2014**

### **I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:05 AM on Tuesday, June 10, 2014 in the Conference Room of the Milwaukee County Medical Examiner's Office.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Susan A. Lueger, and Ms. Mary K. Bruno.

Ms. Melissa D. Hudson and Ms. Melissa R. Soberalski were excused.

### **II. Approval of Minutes of the May 27, 2014 Meeting**

Ms. Bruno moved, Ms. Lueger seconded and the Board, by vote of 3-0, approved the minutes of the May 27, 2014 meeting.

### **III. Approval of Minutes of the May 30, 2014 Meeting**

Ms. Bruno moved, Ms. Lueger seconded and the Board, by vote of 3-0, approved the minutes of the May 30, 2014 meeting.

### **IV. Communications and/or comments from the public, if any**

None.

### **V. Correspondence**

None.

### **VI. First Appearances**

#### **A. SUSPENSIONS**

##### **JANELL DAVIS, Correction Officer 1, HOC**

##### **Case 1-4124 dated 05/23/2014 for 2 days**

The Board heard the request of Calvin Lee, Staff Representative, District Council 48, AFSCME that Janell Davis, who was not present, waived her rights to a hearing within 21 days pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME to represent her before the Board in all matters regarding the instant charges and was seeking a hearing certain date. Ms. Lueger moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), scheduled the matter of Janell Davis for hearing certain on Friday, July 11, 2014.

**WALTER G. MEYER, Correction Officer 1, HOC**

**Case 1-4123 dated 05/23/2014 for 20 days**

The Board heard the request of Calvin Lee, Staff Representative, District Council 48, AFSCME that Walter G. Meyer, who was present, waived his rights to a hearing within 21 days pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME to represent him before the Board in all matters regarding the instant charges and was seeking a hearing certain date. Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), scheduled the matter of Walter G. Meyer for hearing certain on Tuesday, August 19, 2014.

**JOSEPH L. GIDLUND, Correction Officer 1, HOC**

**Case 1-4121 dated 05/23/2014 for HOC IA # 14-021 for 5 days**

**Case 1-4122 dated 05/23/2014 for HOC IA # 14-075 for 10 days**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that Joseph Gidlund had submitted waivers accepting the 5-day and 10-day suspensions. Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0), accepted the waivers of Joseph Gidlund and closed both cases.

**B. GRIEVANCE**

**DAVID SIKORSKI, Zookeeper, ZOO**

**GRI #52129 dated 04/15/14**

The Board heard the report of Calvin Lee, Staff Representative, District Council 48, AFSCME that David Sikorski, who was not present, authorized District Council 48, AFSCME to represent him in this matter and is seeking a hearing certain date. Attorney Paul Kuglitsch, Principal Assistant, Corporation Counsel, objected stating that the Board did not have jurisdiction to hear this matter as outlined in M.C.G.O. 17.207. Attorney Mark Sweet stated for the record that the Board would have jurisdiction to hear the matter under the status quo ordinance M.C.G.O. 17.015. *At 9:14 a.m., Ms. Lueger moved, Ms. Bruno seconded, and the Board voted (3-0) to go into closed session to deliberate the jurisdiction of the grievance matter of David Sikorski. At 9:23 a.m., after deliberating in closed session, the Board reconvened in open session.* After allowing both Attorney Kuglitsch and Attorney Sweet to make additional arguments, the Board declined to take jurisdiction of this grievance.

**VII. Update**

**A. DISCHARGES**

**SHANNON CHACHERE-MINDINGALL, Clerical Assistant 1, COURTS**

**DIS 2-4081 dated 03/24/14**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that the written settlement agreement that was stated on the record on May 30, 2014 was presented to Ms. Chachere-Mindingall's legal counsel and no further action was necessary. Attorney Mark Sweet, Sweet and Associates, legal counsel for District Council 48, AFSCME, concurred. The Board took no action on this matter.

**ROSHONDA HENLEY, Certified Nursing Assistant, BHD**

**DIS 2-4081 dated 03/24/14**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that Roshonda Henley resigned from her position in county services effective May 22, 2014. Ms. Bruno moved, Ms. Lueger seconded and the Board by vote (3-0) accepted the resignation of Roshonda Henley and closed the case.

**VIII. Hearings**

**A. DISCHARGES**

**KARL CUMMINGS, Correction Officer 1, HOC**

**DIS 2-4029 dated 11/22/13 for HOC IA # 13-057**

**DIS 2-4030 dated 11/23/13 for HOC IA # 13-064**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that Karl Cummings resigned from his position in county services effective June 2, 2014. Ms. Bruno moved, Ms. Lueger seconded and the Board by vote (3-0) accepted the resignation of Karl Cummings and closed the case.

**MICHAEL DRAPER, Correction Officer 1, HOC**

**DIS 2-4032 dated 11/22/13 for HOC IA #13-072**

The Board heard the request of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that the Michael Draper matter be moved to the call of the chair until the settlement agreement has been finalized. Ms. Bruno moved, Ms. Lueger seconded and the Board by vote (3-0) moved the Michael Draper matter to the call of the chair.

**PEG LAMPING, Dispatcher, SHERIFF**

**DIS 2-4033 dated 11/21/13 for IA # 13-258**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that Peg Lamping resigned from her position in county services effective June 9, 2014. Ms. Bruno moved, Ms. Lueger seconded and the Board by vote (3-0) accepted the resignation of Peg Lamping and closed the case.

**B. SUSPENSIONS**

**MARY LAUSIER, Nursing Program Coordinator, BHD**

**SUS 1-4023 dated 10/31/13 for 5 days**

The Board heard the report of Attorney Paul Kuglitsch, Principal Assistant Corporation Counsel that Mary Lausier resigned from her position in county services effective May 31, 2014. *At 9:43 a.m., Ms. Bruno moved, Ms. Lueger seconded, and the Board voted (3-0) to go into closed session to deliberate the Mary Lausier matter. At 9:46 a.m., after deliberating in closed session, the Board reconvened in open session.*

The Board declined to take jurisdiction to accept the resignation of Mary Lausier, as she was a BHD employee and the Milwaukee County Corporation Counsel has opined that the PRB no longer has jurisdiction over BHD employees.

**IX. Adjournment**

Ms. Lueger moved, Ms. Bruno seconded, and the Board, by vote of 3-0, adjourned the meeting at 9:52 AM.

Minutes submitted by: Charmaine J. Gee, Interim Executive Secretary

# **Milwaukee County Personnel Review Board**

## **Meeting Minutes – June 13, 2014**

### **I. Roll Call**

Board President Daniel Dennehy called to order the regular meeting of the Personnel Review Board at 9:07 AM on Friday, June 13, 2014 in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Daniel T. Dennehy, Ms. Susan A. Lueger, and Ms. Melissa D. Hudson.

Ms. Melissa R. Soberalski and Ms. Mary K. Bruno were excused.

### **II. Communications and/or comments from the public, if any**

None

### **III. Correspondence**

None

### **IV. Hearings**

#### **A. DISCHARGES**

**JACOB D. MILLER, Deputy Sheriff 1, SHERIFF  
DIS 2-3742 dated 05/31/12 for IA #11-370  
(Refer to Agenda Item IV B)**

#### **B. HEARINGS**

*The Board heard the Jacob Miller matter. At 12:43 p.m. the Board took a break for lunch. At 1:20 p.m. the Board reconvened and continued the matter of Jacob Miller. At 3:49 p.m., Ms. Lueger moved, Ms. Hudson seconded, and the Board voted (3-0) to go into closed session to deliberate the Jacob Miller matter. At 3:59 p.m., after deliberating in closed session, the Board reconvened in open session.*

**JACOB D. MILLER, Deputy Sheriff 1, SHERIFF  
DIS 2-3742 dated 05/31/12 for IA #11-370**

The Board informed Jacob Miller and Roy Felber, President of the Milwaukee Deputy Sheriffs' Association that the matter will be placed on the agenda for an Update on June 24, 2014 due to concerns about having enough votes. Ms. Hudson moved, Ms. Lueger seconded, and the Board, by unanimous vote (3-0) continued the matter for an update report at 9:00 a.m. on Tuesday, June 24, 2014.

**V. Adjournment**

Ms. Lueger moved, Ms. Hudson seconded, and the Board, by vote of 3-0, adjourned the meeting at 4:03 PM.

Minutes submitted by: Charmaine J. Gee, Interim Executive Secretary

# Memorandum

**Date:** July 2, 2014  
**To:** Rick Ceschin, Secretary, Civil Service Commission  
**From:** Thea Flasch, HR Coordinator for Election Commission & County Clerk's Office  
**Re:** Transfer of Election Commission Director from Classified to Unclassified Service

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On behalf of the Milwaukee County Board of Election Commissioners and Joseph Czarnezki, County Clerk for Milwaukee County, we respectfully submit this request, to transfer the position of Election Commission Director, Position No. 0000995100001, from the classified to unclassified service.

This request is made pursuant to Wis. Stat. Sec. 63.03 (3)(a) which allows for the transfer of any position of department head, deputy department head, associate department head or immediate assistant department head from the classified service to the unclassified service if the position is in pay range 30 or above. This position meets both of these criteria. Additionally, the statute also requires the appointing authority to transfer said position from the classified service to unclassified service prior to appointment of any person to such transferred position. This position is currently vacant; however, we anticipate making an appointment as soon as this classification matter is addressed. We are excited to bring a new Director on board to begin preparing for the upcoming elections.

Recent changes in legislation, as part of Assembly Bill 613, 59.23 (2)(mm), modified the duties of the County Clerk in counties in which a Board of Election Commissions is required in populous counties. In part, the statute as modified, mandated the Milwaukee County Clerk to serve as the Executive Director of the County Board of Election Commissioners. The County Clerk will fulfill these duties in conjunction with the appointment of an Election Commission Director who will oversee and administer day to day operations in the Election Commission Office.

Earlier this year, this position was reviewed as part of the County-wide Job Evaluation and Analysis Project conducted by Human Resources. It was determined that the duties and compensation for this position, formerly titled, Election Commission Administrative Assistant, were not in alignment with market for the level of responsibilities. Therefore, a reallocation was made resulting in the retitling of the position and a new pay range of 901E being assigned. The new pay range is above pay range 30, which is one of the criteria for transferring a position into the unclassified service. That combined with the Director level of

responsibility and accountability make this position a perfect fit for the unclassified service. Additionally, this position compares in title, scope of duties and compensation to be in line with those of the current Deputy County Clerk which also reports to the County Clerk.

For these reasons, we maintain that the position of Election Commission Director properly belongs in the unclassified service. A job description and organizational chart are attached. If you should require any additional information from our office, please feel free to contact me directly at (414) 278-5310.

Thank you for your consideration.



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Thea Flasch

TRF/tf  
Enclosure

cc: Joseph Czarnezki, County Clerk  
Rick Baas, Election Commissioner  
Nancy Penn, Election Commissioner  
Lillian Cheesman, Election Commissioner



**MILWAUKEE COUNTY  
JOB DESCRIPTION**

**Job Title:** Election Commission Director

**Department:** Election Commission

**Location:** Milwaukee County Courthouse, WI, 53233

**Status:** Full-time

**FLSA Status:** Exempt

**EEO-1 Job Category:** Executive/Senior Level Officials

**Pay Range:** \$62,284 - \$91,174

**Job Summary:** Responsible for oversight and management of the department; develop and monitor budget; administer Wisconsin election and campaign finance laws; manage and coordinate all aspects of the election process, media relations and intergovernmental relations (state and municipal); work with elected officials, municipal clerks, candidates, and the general public; and administer all elections with a fair, honest, objective and neutral approach.

**Essential Duties and Responsibilities:**

- Perform day-to-day oversight and administration of department operations, including all aspects of staff training and supervision, approval of payroll and budget; provide updates to Election Commission and coordinates Election Commission meetings;
- Design and proofread ballots; coordinate ballot printing and electronic programming of voting machines with vendors; prepare election notifications; deliver election supplies to municipalities; oversee record retention; store and destroy ballots as required by law;
- Serves as a resource to municipal clerks, school district clerks, elected officials, candidates for public office and the general public regarding election information, voter registration and procedures in accordance with Wisconsin Statutes, Chapters 5 – 12;
- Supervise staff in the review, reconciliation and entry of election results in the State's Canvass reporting system. Coordinate signing of official election results by Election Commissioner; troubleshoot and resolve any discrepancies;
- Oversee staff review of candidate nomination papers; review challenges filed against candidates and prepare written filings; coordinate Election Commission Appeal Hearings;
- Attend periodic training & certification by the Wisconsin Government Accountability Board (GAB). Maintain certification during incumbency; provide Chief Inspector Training for municipalities and newly appointed municipal clerks; provide ongoing staff training;
- Coordinate recount and recall elections for all municipalities including ballot preparation and distribution, scheduling and logistics for such elections;
- Ensure campaign finance reports are distributed to candidates; analyze and verify submitted reports are accurate and filed in a timely manner; refer non-compliant candidates to the DA's office;
- Design and conduct new voter education; promote community awareness of elections; provide media and general public with information on voting procedures, voting rights and new voting technology;
- Other duties as assigned;
- Regular attendance is required.

**Minimum Education & Years of Experience Required:** Bachelor's Degree in Business Administration, Business Management, Political Science or related field with three (3) or more years of experience in municipal government or program administration and general office supervision OR Associate's Degree in Business Administration, Business Management, Political Science or related field with five (5) or more years of experience in municipal government or program administration and general office supervision.

**Required License:** Wisconsin Driver's License.

**Preferred Certifications:** Registration as a Notary Public; Wisconsin Government Accountability Board (GAB) Certified Chief Inspector Trainer and Municipal Clerk Trainer; Special Registration Deputy appointment (by the GAB to register voters).

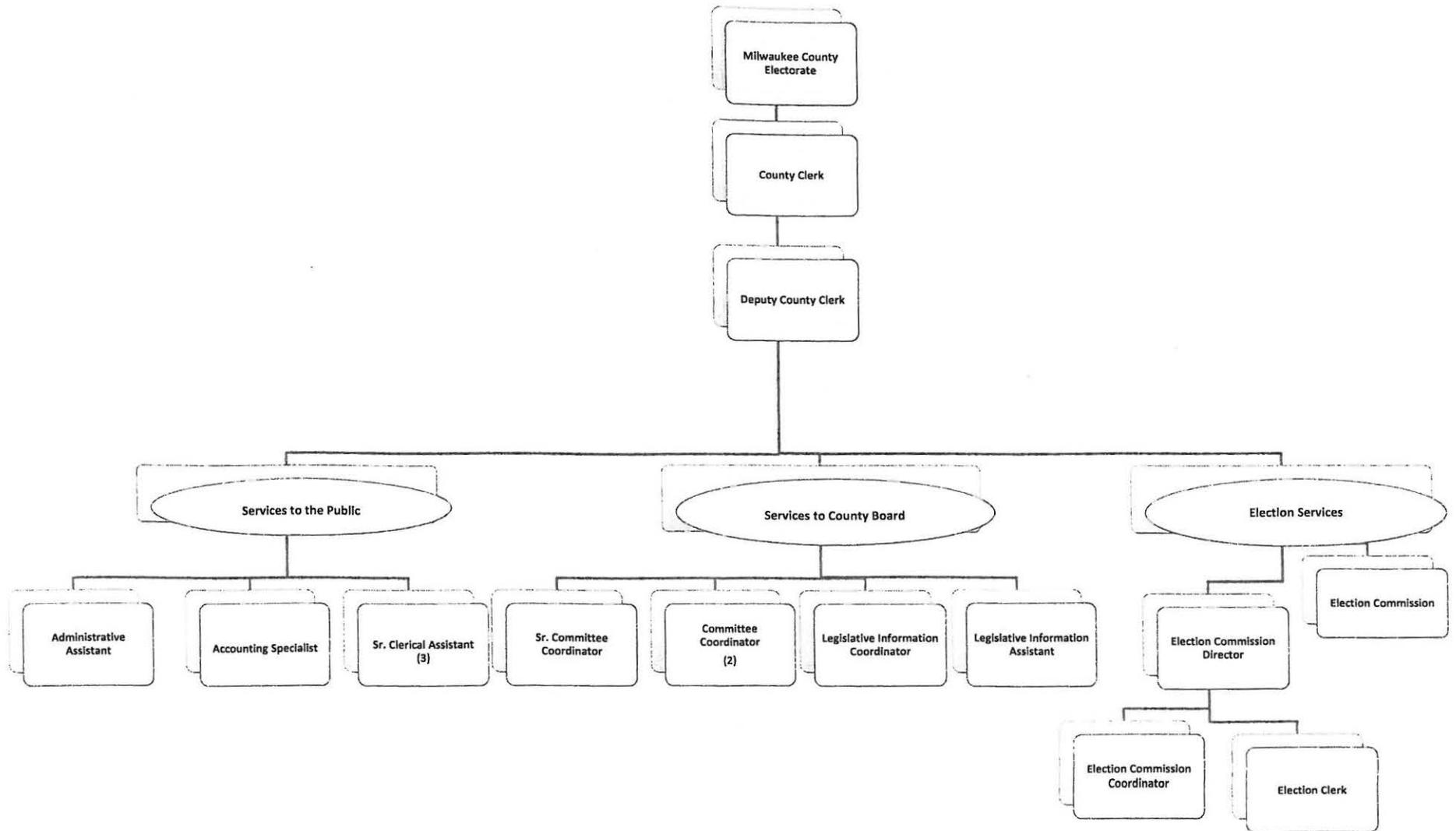
**Required Skills and Abilities:**

- Frequent internal and external communication; building strong working relationships internally and externally; high degree of authority in securing understanding and cooperation of multiple departments or interests.
- Read, write, and comprehend routine reports, procedures, and/or government regulations with high level of accuracy. Speak effectively before both internal and external groups. Prepare and present written communications pertaining to complex subjects.
- Complex work generally governed by broad instructions, standard policies, procedures and objectives usually involving frequent changes.
- Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization.

**Working Conditions:**

- **Physical Demands:** Sitting, Hearing, Talking, Visual, Typing, Lifting fifty (50) pounds and Carrying fifty (50) pounds.
- **Non-Physical Demands:** Analysis/Reasoning, Communication/Interpretation, Math/Mental Computation, Reading, Sustained Mental Activity (auditing, problem solving, grant writing, composing reports) and Writing.
- **Environmental Demands:** Tedious/Exacting Work
- **Other Demands/ Deadlines:** Exposure to demands and pressures from persons other than immediate supervisor; regular direct contacts with distressed individuals; and high volume of variable work demands and deadlines impose strain on routine basis or considerable stress intermittently.

Office of the County Clerk  
Organizational Chart



**COUNTY OF MILWAUKEE**  
INTER-OFFICE COMMUNICATION

DATE : July 12, 2014

TO : Department Heads

FROM : Rick Ceschin, Deputy Director, Department of Human Resources & Civil Service  
Commission Secretary

SUBJECT : **2014 CIVIL SERVICE COMMISSION & FINANCE, PERSONNEL & AUDIT  
COMMITTEE MEETINGS**

Below, please find the Civil Service Commission meeting schedule for the year 2014, followed by the Finance, Personnel & Audit Committee meeting schedule.

**CIVIL SERVICE**

<b>Thursday, July 31, 2014</b>	<b>2:00 pm, Room – TBA, Courthouse</b>
<b>Thursday, August 14, 2014</b>	<b>2:00 pm, Room – TBA, Courthouse</b>
<b>Thursday, September 4, 2014</b>	<b>2:00 pm, Room - TBA, Courthouse</b>
Wednesday, October 1, 2014	2:00 pm, Room 306, Courthouse
Wednesday, December 17, 2014	2:00 pm, Room 306, Courthouse

Please submit your agenda items no less than one week before the meeting. Additional meetings will be scheduled as necessary.

**FINANCE, PERSONNEL & AUDIT COMMITTEES**

July 24, 2014	9:00 am, Room 203-R, Courthouse Personnel related items were due into HR no later than <b>5/30/14</b> .
August 2014	No Finance, Personnel & Audit Committee meeting.
September 18, 2014	9:00 am, Room 203-R, Courthouse Personnel related items are due into HR no later than <b>8/1/14</b> .
October 30, 2014	9:00 am, Room 203-R, Courthouse Personnel related items are due into HR no later than <b>9/2/14</b> .

November 2014	No Finance, Personnel & Audit Committee meeting.
December 11, 2014	9:00 am, Room 203-R, Courthouse Personnel related items are due into HR no later than <b>10/31/14</b> .
January 29, 2015	9:00 am, Room 203-R, Courthouse Personnel related items are due into HR no later than <b>12/1/14</b> .

Please contact me with any questions about the schedules outlined above. Thank you.

RC:jam

Cc: Civil Service Commission  
Supervisor Willie Johnson Jr., Co-chair, Finance, Personnel & Audit Committee  
Supervisor David Cullen, Co-chair, Finance, Personnel & Audit Committee  
HR Managers & Coordinators  
HR Compensation