



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Agenda - Approved PERSONNEL BOARD

Wednesday, March 6, 2013

12:00 PM

210 Martin Luther King, Jr. Blvd.
Room 103A (City-County Building)

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Please contact Bill Wick in Human Resources at 608-266-4615;
wwick@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Minutes of the December 12, 2012 meeting: <http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

Limit to three (3) minutes each person

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

NEW BUSINESS

1. [29253](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of "City Architect" in Compensation Group 18, Range 16, and creating the classification of "Architect 4" in Compensation Group 18, Range 12.

Sponsors: Paul R. Soglin

Legislative History

2/26/13	Attorney's Office/Approval Group Board of Estimates, Personnel Board	Referred for Introduction
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2. [29237](#) Recreate the position (642) of "City Architect" (CG18/R16) as an "Architect 4" (CG18/R12) and reallocate the incumbent (J. Whitney) to the new position in the Engineering Division budget.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Engineering Architect Series.pdf](#)

[Architect1-4.pdf](#)

[CityArchitect.pdf](#)

[Whitney PD.pdf](#)

Legislative History

2/22/13 Human Resources Referred for Introduction
 Department
 Board of Estimates, Personnel Board

3. [29204](#) Recreating position #4109 as an Engineer 4 in the Engineering budget and reallocating incumbent Kay Schindel to the new position.

Sponsors: Paul R. Soglin

Attachments: [PBMemo Engineer 4 Schindel 3-2013.pdf](#)

[Engineer 4 Position Description.pdf](#)

[Engineer 3 Position Description.pdf](#)

[Engineer 4 Class Specification.pdf](#)

Legislative History

2/20/13 Human Resources Referred for Introduction
 Department
 Board of Estimates, Personnel Board

4. [29234](#) Reclassification of two Administrative Clerk 1 positions (#1874 & #TBD) at the Water Utility - Customer Service section to Program Assistant 1.

Sponsors: Paul R. Soglin

Attachments: [PB Memo AdminClerk to PA1 AMI Water Final.pdf](#)

[CRS2aPD.pdf](#)

[CSR2bPD.pdf](#)

[Program Assistant 1.pdf](#)

Legislative History

2/22/13 Human Resources Referred for Introduction
 Department
 Board of Estimates, Personnel Board

5. [29216](#) Reclassification of an encumbered Administrative Clerk 1 position (#1864) at the Water Utility to an Engineering Aide 1 to be posted internally.

Sponsors: Paul R. Soglin

Attachments: [PB Memo AdminClerk Water v3.pdf](#)

[Position Desc WQProgramSpecialist proposed 20120601.pdf](#)

[Engineering Aide 1.pdf](#)

Legislative History

2/22/13 Human Resources Referred for Introduction
 Department
 Board of Estimates, Personnel Board

6. [29242](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of "Library Program Coordinator" in Compensation Group 18, Range 04.

Sponsors: Paul R. Soglin

Legislative History

2/25/13 Attorney's Office/Approval Referred for Introduction
 Group
 Board of Estimates, Personnel Board

7. [29215](#) Create a new position of Library Program Coordinator in the Library budget to be filled through an internal competitive process. Upon filling the position, the resulting vacancy will be deleted to fund the new position.

Sponsors: Paul R. Soglin

Attachments: [PBMemo Library Program Coordinator 2-13.pdf](#)
[Library Program Coordinator PD.pdf](#)
[LibraryProgCoord.pdf](#)

Legislative History

2/22/13 Human Resources Referred for Introduction
 Department
 Board of Estimates, Personnel Board

DISCUSSION ITEMS

8. [29249](#) Presentation of 2011 report on position studies

Attachments: [Position study outcomes 2011.pdf](#)

Legislative History

2/25/13 Human Resources Discuss and Finalize
 Department

ADJOURNMENT