



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Agenda - Approved PERSONNEL BOARD

Wednesday, June 20, 2012

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.

Bill Wick in Human Resources at 608-266-4615; [wwick@cityofmadison.com](mailto:wwick@cityofmadison.com)

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Minutes of the April 11, 2012 meeting:  
<http://legistar.cityofmadison.com/calendar/#current>

### 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

6. [26577](#) Recreate the 1.0 FTE positions, #675, currently occupied by L. Antony, and #657, currently occupied by L. Peterson, of Clerk Typist 2 (CG20, R 06), as 1.0 FTE Information Clerks (CG20, R 07) within the Building Inspection Division budget, and reallocate the incumbents to the new positions.

**Sponsors:** Paul R. Soglin  
**Attachments:** [CS InformationClerk.pdf](#)  
[PB Memo Clerk Typist 2s BI.pdf](#)

**Legislative History**

6/4/12 Human Resources Referred for Introduction  
Department  
*Board of Estimates, Personnel Board*

7. [26601](#) Reallocate the incumbent, D. Van Horn, of position #1776, in the Water Utility budget to the budgeted level of Maintenance Mechanic 2 (CG16, R15).

**Sponsors:** Paul R. Soglin  
**Attachments:** [CS MaintenanceMechanic1-2.pdf](#)  
[PBMemoWU Maint Mech.pdf](#)  
[PD Maintenance Mechanic 2.pdf](#)

**Legislative History**

6/4/12 Human Resources Referred for Introduction  
Department  
*Board of Estimates, Personnel Board*

8. [26632](#) Recreate position #774 of "Administrative Analyst 2" (currently occupied by E. York) as "Administrative Analyst 3" in the Finance budget and reallocate the incumbent to the new position.

**Sponsors:** Paul R. Soglin  
**Attachments:** [AdmAnal2 ClassDesc \(2\).pdf](#)  
[AdmAnal3ClassDesc \(2\).pdf](#)  
[PB Memo Admin Analyst York \(2\).pdf](#)  
[PositionDesc.pdf](#)

**Legislative History**

6/5/12 Human Resources Referred for Introduction  
Department  
*Board of Estimates, Personnel Board*

9. [26606](#) Create a new position of Surveyor 1, CG15, R12, in the Engineering Division budget to be filled through an internal competitive process. Upon filling the position, the underlying vacancy will be deleted to fund the new position.

**Sponsors:** Paul R. Soglin  
**Attachments:** [Eng Ops Mtc Wkr Spec.pdf](#)  
[PBMemo Eng Ops Mtc Wkr.pdf](#)  
[PD Surveyor 1.pdf](#)  
[Surveyor 1 Spec.pdf](#)

**Legislative History**

6/4/12 Human Resources Referred for Introduction  
Department  
*Board of Estimates, Personnel Board*

10. [26609](#) Recreating MIS 2 position (#810) as an MIS 3 (CG18, R10), and the reclassification of the incumbent (E. Olson).
- Sponsors:** Paul R. Soglin  
**Attachments:** [PBMemo MIS3.pdf](#)  
[MgmtInfoSpec1-4.pdf](#)  
[Olson PD.pdf](#)
- Legislative History**
- |        |  |                           |
|--------|--|---------------------------|
| 6/4/12 | Human Resources Department<br><i>Board of Estimates, Personnel Board</i> | Referred for Introduction |
|--------|--|---------------------------|
11. [26719](#) Amending Section 3.54(1)(i)1. of the Madison General Ordinances by creating the classification of "Transit Advertising Sales Associate" in Compensation Group 19, Range 07, thereof.
- Sponsors:** Paul R. Soglin
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 6/12/12 | Attorney's Office/Approval Group<br><i>Board of Estimates; Personnel Board</i> | Referred for Introduction |
|---------|--|---------------------------|
12. [26612](#) Create a new 1.0 FTE position of Transit Advertising Sales Associate (CG19, R07) in the Metro Transit operating budget, pursuant to Legislative File #25574 (version 2).
- Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Metro Ad Sales.pdf](#)  
[PosDescTransitAdvert.pdf](#)  
[CS Transit Ad Sales Associate.pdf](#)  
[Legislative File #25574.pdf](#)
- Legislative History**
- |        |  |                           |
|--------|--|---------------------------|
| 6/4/12 | Human Resources Department<br><i>Board of Estimates, Personnel Board</i> | Referred for Introduction |
|--------|--|---------------------------|
13. [26720](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of "Quality Improvement and Operations Manager" in Compensation Group 18, Range 10, and deleting the classification of "Monona Terrace Operations Manager" in Compensation Group 18, Range 06, thereof.
- Sponsors:** Paul R. Soglin
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 6/12/12 | Attorney's Office/Approval Group<br><i>Board of Estimates, Personnel Board</i> | Referred for Introduction |
|---------|--|---------------------------|

14. [26613](#) Create a new position of Quality Improvement and Operations Manager in the Monona Terrace budget to be filled through an internal competitive process. Upon filling the position, the Monona Terrace Operations Manager, position #3324, will be deleted to fund the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo MT Quality Ops Mgr.pdf](#)

[CS MT Ops Mgr.pdf](#)

[CS Quality Improvement Ops Mgr.pdf](#)

**Legislative History**

6/4/12 Human Resources Referred for Introduction  
Department  
*Board of Estimates, Personnel Board*

15. [26605](#) Recreate the 1.0 FTE position #3297 of Clerk Typist 2 (CG20, R 06), currently occupied by S. Carrizal, as a 1.0 FTE Administrative Clerk 1 (CG20, R 09) within the Monona Terrace budget, and reallocate the incumbent to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Clerk Typist 2 MT.pdf](#)

[PD MT Clerk Typist.pdf](#)

**Legislative History**

6/4/12 Human Resources Referred for Introduction  
Department  
*Board of Estimates, Personnel Board*

## ADJOURNMENT