



# City of Madison

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

## Agenda - Amended PERSONNEL BOARD

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, March 16, 2022

3:30 PM

Virtual

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The City of Madison is holding the Personnel Board meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

1. **Written Comments:** You can send comments on agenda items to [personnelboard@cityofmadison.com](mailto:personnelboard@cityofmadison.com).

2. **Register for Public Comment:**

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/watchmeetings>.

4. **Listen by Phone:**

**(877) 853-5257 (Toll Free)**

**Webinar ID: 812 2820 7188**

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 pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Please contact Katarina Klafka in Human Resources at (608) 266-4615, [kklafka@cityofmadison.com](mailto:kklafka@cityofmadison.com).

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

Approve the minutes of the January 19, 2022 meeting of the Personnel Board:  
<http://madison.legistar.com/Calendar.aspx>

1. [70481](#) Public Comment (3/16/22 Personnel Board Meeting)

**DISCLOSURES AND RECUSALS**

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

**NEW BUSINESS**

Items #3 - #7 were not introduced at Common Council for referral due to the cancellation of the March 15, 2022 Common Council meeting. Agenda item #8 (Legislative File #70467) was removed as it was erroneously included on the original agenda.

For agenda items #3 - #7, request referral under suspension of rules to Finance Committee.

2. [69281](#) SUBSTITUTE Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate ~~the classification~~ in CG20, **R12** ~~R11 of the salary schedule~~. Recreate position numbers 711, 735, 4466, 4793 to ~~new~~ Municipal Clerk 2 classification, and reallocate ~~the incumbents to the new CG and Range~~. Delete the classification of Certified Municipal Clerk in CG20, R11 and recreate ~~the classification~~ in CG20, **R15** ~~R13 of the salary schedule~~. Recreate position numbers 708, 4047, 714, 743 to ~~the new~~ Certified Municipal Clerk classification and reallocate ~~the incumbents~~ **in the permanent salary detail of the Clerk's operating budget** ~~to the new CG and Range~~.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [Request for Review of Municipal Clerk Series Position Study 1.5.2022.pdf](#)  
[Municipal Clerk Series Appeal Response.pdf](#)  
[PB Memo-Municipal Clerk Series-Final.pdf](#)  
[Cert Mun Clerk Position Description NEW.pdf](#)  
[Mun Clerk I Position Description NEW.pdf](#)  
[Mun Clerk II Position Description NEW.pdf](#)  
[Version 1 69281.pdf](#)

**Legislative History**

1/12/22	Human Resources Department Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)	Referred for Introduction
1/18/22	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
1/18/22	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD
1/19/22	PERSONNEL BOARD	Refer to the PERSONNEL BOARD

1/24/22 FINANCE COMMITTEE Refer to the FINANCE COMMITTEE

3. [70470](#) Recreate the current position (#1253) of Parking Community Outreach Specialist, CG18, R4 as a Public Information Officer 1 CG18, R8, and reallocate incumbent K. Brodowsky into the new position in the Parking Division operating budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo Public Information Officer PU 3-2022\(FINAL\).pdf](#)  
[Parking PIO Position Description.pdf](#)

**Legislative History**

3/9/22 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/21/22), Personnel Board (3/16/22), Common Council (3/29/22)

4. [70455](#) Delete the classification of "Traffic Operations Supervisor" (CG18, R10) and create the classification of "Traffic Operations Supervisor" in CG18, R12. Recreate the vacant 1.0 FTE position #1222 as "Traffic Operations Supervisor" (CG18, R12) and reallocate the incumbent, C. Veinot to the new position, within the Traffic Engineering Division Operating Budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo Traffic Operations Supervisor \(updated\).pdf](#)  
[TE ORG chart 2022.pdf](#)

**Legislative History**

3/9/22 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/21/22), Personnel Board (3/16/22), Common Council (3/29/22)

5. [70456](#) Create the classification of Electrical Operations Supervisor in CG18, R13 and create a new 1.0 FTE position in the Traffic Engineering operating budget as an Electrical Operations Supervisor.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo TE Electrical Operations Supervisor.pdf](#)  
[Electrical Operations Supervisor 2-22.pdf](#)  
[TE ORG chart 2022.pdf](#)

**Legislative History**

3/9/22 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/21/22), Personnel Board (3/16/22), Common Council (3/29/22)

6. [70466](#) Create the classification of Police Director in CG 18, Range 16 in the salary schedule; and create the new position [#TBD] as a Police Director in the Police Department's operating budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo - Police Director.pdf](#)  
[PD MPD Director Position.pdf](#)

**Legislative History**

3/9/22 Human Resources Referred for Introduction  
Department  
Finance Committee (3/21/22), Personnel Board (3/16/22), Common Council (3/29/22)

7. [70465](#) Create the classification of Community Relations Specialist in CG 18, Range 04 in the salary schedule; and create the new position [#TBD] as a Community Relations Specialist in the Police Department's operating budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo - Community Relations Specialist.pdf](#)  
[PD Police Community Relations Specialist.pdf](#)

**Legislative History**

3/9/22 Human Resources Referred for Introduction  
Department  
Finance Committee (3/21/22), Personnel Board (3/16/22), Common Council (3/29/22)

**ADJOURNMENT**