



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

---

Wednesday, September 3, 2014

12:00 PM

210 Martin Luther King, Jr. Blvd.  
Room 525 (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 immediately.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntwav, cov ntaub ntwav ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Please contact Bill Wick, Human Resources, 608-266-4615,  
[wwick@cityofmadison.com](mailto:wwick@cityofmadison.com)

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Approve the minutes of the July 16, 2014 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. [34775](#) Create the classification of CCTV Inspection Technician in CG15, Range 08, and create three new positions of CCTV Inspection Technician in the Engineering budget to be filled through an internal competitive process. The selected candidates positions will be deleted and recreated as CCTV Inspection Technicians upon starting in the new classification.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo SSMW3 Final.pdf](#)

[CCTV Inspection Technician 6-2014.pdf](#)

**Legislative History**

7/3/14	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
7/15/14	COMMON COUNCIL Additional referral: Personnel Board.	Referred to the BOARD OF ESTIMATES
7/15/14	BOARD OF ESTIMATES	Refer to the PERSONNEL BOARD
7/16/14	PERSONNEL BOARD	Re-refer to the PERSONNEL BOARD

2. [34776](#) Create the classification of Sewer and Drainage Maintenance Technician in CG15, Range 07, delete the classification of Street and Sewer Maintenance Worker 3 in CG15, R07, recreate the positions #1123, #4315, #1076, #1082, #3875, #3609, #1134, #3876, #1117, #1141, #3247, #1062 and #1138 of "Street and Sewer Maintenance Worker 3" (CG15/R07) as a "Sewer and Drainage Maintenance Technician" (CG15/R07) in the Engineering budget and reallocate incumbents B. Baukin, B. Droster, W. Dyer, M. Foy, B. Gulvik, K. Kluever, C. Pribbenow, G. Simdon, J. Streich, T. Thoma, M. Egan, J. Kelley and D. Treinen to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo SSMW3 Final.pdf](#)

[SewerDrainage Maintenance Technician 6 2014.pdf](#)

**Legislative History**

7/3/14	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
7/15/14	COMMON COUNCIL Additional referral: Personnel Board.	Referred to the BOARD OF ESTIMATES
7/15/14	BOARD OF ESTIMATES	Referred to the PERSONNEL BOARD
7/16/14	PERSONNEL BOARD	Re-refer to the PERSONNEL BOARD

3. [35275](#) Recreate the 1.0 FTE position #2156 of "Program Assistant 2" (currently occupied by V. Avalos) as "Administrative Assistant" in the Fire budget and reallocate the incumbent to the new position

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Admin Asst Avalos.pdf](#)

[Administrative Assistant.pdf](#)

[Position Desc.pdf](#)

[PD Administrative Asst MPD.pdf](#)

[Program Assistant 2.pdf](#)

[Supervisory Analysis Form.pdf](#)

**Legislative History**

8/19/14	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
---------	--	---------------------------

4. [35324](#) Recreate the 1.0 FTE position (#4032) of Planner 2, currently in CG18, Range 08, as a Planner 3 in CG18, Range 10 in the Planning Division, and reallocate

the incumbent (L. Horvath) to the new position.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PBMemo Planner 3.pdf](#)  
[Planner1-4 Class Spec.pdf](#)  
[Horvath PD.pdf](#)

**Legislative History**

8/25/14 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

5. [35326](#) Recreate the 1.0 FTE position #1034 of Administrative Clerk 1 (CG20/R09), currently occupied by M. Steinmann, as a 1.0 FTE Program Assistant 1 (CG20/R11) within the Community Development Authority - Housing Operations Unit budget, and reallocate the incumbent to the new position.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Housing PA 1.pdf](#)  
[ProgramAssistant1 Class Spec.pdf](#)  
[Steinmann PD.pdf](#)

**Legislative History**

8/25/14 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

6. [35325](#) Recreate the 1.0 FTE position #2578 of Administrative Clerk 1 (CG20/R09), currently occupied by W. Diehlman, as a 1.0 FTE Program Assistant 1 (CG20/R11) within the Madison Police Department budget, and reallocate the incumbent to the new position.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo MPD PA 1.pdf](#)  
[ProgramAssistant1 Class Spec.pdf](#)  
[Diehlmann PD.pdf](#)

**Legislative History**

8/25/14 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

7. [35329](#) Classification of a newly created Accountant position in the Water Utility Operating Budget, currently identified as in CG18-xx, as a 1.0 FTE Accountant 2 in CG18-08.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo WU Accountant \(vacant\) v2.pdf](#)  
[Accountant1-4.pdf](#)  
[AcctPosDesc.pdf](#)

**Legislative History**

8/25/14 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

8. [35330](#) Recreating of position #4266 as a 1.0 FTE Accountant 3 in CG18-10 in the Finance Operating Budget; and reallocating the incumbent Brook DiGregorio to the new position.
- Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Finance Acct 2 \(DiGregorio\).pdf](#)
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 8/25/14 | Human Resources<br>Department<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|
9. [35333](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of Parking Operations Supervisor in Compensation Group 18, Range 08, and recreating said classification in Compensation Group 18, Range 09.
- Sponsors:** Paul R. Soglin  
**Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 8/26/14 | Attorney's Office/Approval<br>Group<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|
10. [35327](#) Recreate the 1.0 FTE position of Parking Operations Supervisor, #1314 (occupied by D. Wills), in CG18-08, as a Parking Operations Supervisor in 18-09 in the Parking Utility budget. Reallocate the respective incumbent of position #1314 to the new position.
- Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Parking Operations Supervisor.pdf](#)  
[Parking Operations Supervisor 2014.pdf](#)
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 8/25/14 | Human Resources<br>Department<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|
11. [35335](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of Traffic Operations Supervisor in Compensation Group 18, Range 08, and recreating said classification in Compensation Group 18, Range 10.
- Sponsors:** Paul R. Soglin  
**Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 8/26/14 | Attorney's Office/Approval<br>Group<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|
12. [35328](#) Recreate the 1.0 FTE position of Traffic Operations Supervisor, #1222 (occupied by P. Nehmer), in CG18-08, as a Traffic Operations Supervisor in 18-10 in the Traffic Engineering Division budget. Reallocate the respective incumbent of position #1222 to the new position.
- Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Traffic Operations Supervisor.pdf](#)  
[Traffic Operations Supervisor 2014.pdf](#)

**Legislative History**

8/25/14	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
---------	--	---------------------------

**ADJOURNMENT**