



City of Madison

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

Agenda - Approved PERSONNEL BOARD

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

Wednesday, January 17, 2024

1:30 PM

Virtual

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.

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: 879 4204 1903

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.

For accommodations, contact: Juan Ortiz in Human Resources at (608) 266-4615, jortiz@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the 11/8/23 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [81356](#) Public Comment (1/17/24 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

2. [81357](#) Recreate the 1.0 FTE position #4525 of Clerk Typist 2 (CG20, R6) as an Administrative Clerk 1 (CG20, R9) and reallocate the employee to the new position.
Sponsors: Director of Human Resources
Attachments: [PB Memo Senior Ctr Clerk Typist.pdf](#)
[Facility Operations Assistant PD Final.docx](#)
Legislative History

1/2/24	Human Resources	Referred for Introduction
	Department	
	Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)	
3. [81358](#) Recreate the 1.0 FTE position #698 of Real Estate Development Specialist 3 (CG18, R10) as a Real Estate Development Specialist 4 (CG18, R12) and reallocate the employee to the new position.
Sponsors: Director of Human Resources
Attachments: [PB Memo Real Estate Development Specialist 3.pdf](#)
[Real Estate Development Specialist 4 PD.docx](#)
Legislative History

1/2/24	Human Resources	Referred for Introduction
	Department	
	Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)	
4. [81359](#) Recreate position #1726 of Planning GIS Specialist as a GIS Specialist 3 in CG 18, Range 10 and reallocate the employee, C. Stoughtenger, to the new position.
Sponsors: Director of Human Resources
Attachments: [PB Memo Planning GIS Specialist-Streets.pdf](#)
[Resolution Planning GIS Specialist to GIS Specialist 3.docx](#)
Legislative History

1/2/24	Human Resources	Referred for Introduction
	Department	

Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)

5. [81361](#) Delete the classification of Crossing Guard Supervisor in CG18, R01 from the salary schedule; recreate the classification in CG18, R03; recreate position #2648 and #2659 in the new classification, and reallocate the employees to the new positions.

Sponsors: Director of Human Resources

Attachments: [PB Memo TE Crossing Guard Supervisor 1-2024.pdf](#)
[Res TE Crossing Guard Supe 1-2024.docx](#)

Legislative History

1/2/24 Human Resources Referred for Introduction
 Department
 Finance Committee (1/29/24), Personnel Board (1/17/24), Common Council (2/13/24)

6. [81367](#) Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jobs.

Sponsors: Director of Human Resources

Attachments: [Summary of Major Changes - Personnel Rules Rewrite.pdf](#)
[Personnel Rules Final Draft 11-2023 Redline Clean.pdf](#)

Legislative History

1/2/24 Human Resources Referred for Introduction
 Department
 Personnel Board (1/17/24), Common Council (2/13/24)

7. [81374](#) Election of Personnel Board Chair/Co-Chair.

Attachments: [2024 PB Calendar revised.pdf](#)

Legislative History

1/2/24 Human Resources Refer to the PERSONNEL BOARD
 Department

ADJOURNMENT