



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes PERSONNEL BOARD

Wednesday, March 4, 2009

12:00 PM

210 Martin Luther King, Jr. Blvd.
Room 525 (City-County Building)

CALL TO ORDER / ROLL CALL

Others present: Brad Wirtz, Mike Lipski, Lorie Olsen, Gail Glasser, Sylvia Moss, Larry O'Brien, Ariel Ford, Christine Beatty, Bill Knobloch, Warren Hansen, Lynn Christoph, Patrick Hoeth, Terri Genin, Lindsey Cohen

APPROVAL OF MINUTES

Approve the Minutes of the February 4, 2009 meeting.

PUBLIC COMMENT

1. Repealing one position in the Police Department budget (#2589, Administrative Clerk 1) and recreating it as an Administrative Clerk 2 position.

A motion was made by Vilbrandt, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

Discussion: M. Jezwinski asked whether the assignment of accounting duties to the proposed class will have an impact on the work of the Account Technician who has done the work; the answer is that the duties have been just a portion of the Account Technician's duties.

G. Martinelli asked whether the reclassification should be to Account Technician rather than Administrative Clerk. M. Lipski said the Administrative Clerk class's administrative role makes it a better match for the duties.
2. Repealing one position in the Parking Utility budget (#1055, Clerk Typist 2) and recreating it as an Information Clerk position.

A motion was made by Martinelli, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

Discussion: M. Jezwinski asked whether the Administrative Clerk in the area has the same duties as the studied positions (Information Clerk, Clerk Typist 2). M. Lipski described higher-level responsibilities for the Administrative Clerk.
3. Reclassification of a Program Assistant 2 position in the Senior Center budget (#850) upon retirement of the incumbent and recreating it as Senior Center Program Coordinator.

A motion was made by Jezwinski, seconded by Vilbrandt, to Return to Lead

with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

4. Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of Senior Center Program Coordinator in Compensation Group 18, Range 04, thereof.
A motion was made by Jezwinski, seconded by Vilbrandt, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.
5. Creation of the classification of Street Vendor Monitor and creation of a permanent half-time position of Street Vendor Monitor in the Planning Department budget, amending the budget of the Economic Development Division to provide for the position authority and additional funding, and amending the City operating budget to appropriate \$12,318 from the Contingent Reserve.
A motion was made by Martinelli, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.
6. Reclassifying the Traffic Operations Supervisor position from a CG 18 Range 9 to Range 8 and reallocating the currently vacant position to the new pay range.
A motion was made by Martinelli, seconded by Vilbrandt, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.
7. Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of Traffic Operations Supervisor in Compensation Group 18, Range 9, and recreating said classification in Compensation Group 18, Range 8, thereof.
A motion was made by Martinelli, seconded by Vilbrandt, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.
8. Amending Section 3.53(16)(b) of the Madison General Ordinances by clarifying various deadlines for actions concerning appeals of personnel actions for non-represented employees.
A motion was made by Jezwinski, seconded by Martinelli, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

DISCUSSION

New Personnel Rules - Entire Document

IV.A.1: M. Jezwinski said "external" should be deleted.

3.a. M. Jezwinski asked when the City compares positions. M. Lipski provided an example (the survey of manager salaries).

G. Martinelli asked when competition might be called for in the reclassification process. M. Lipski described provision in the new Rules: "Logical and gradual" would not require competition, but a radical change would call for a position to be filled competitively, and current examples that involve retirement of an incumbent would have required competition as part of a reclassification.

M. Jezwinski asked for clarification of the anniversary date (the date of a new position in the City system, not City longevity). She asked how an incumbent could fail to meet the minimum qualifications of a position after a look at a classification if the incumbent has been performing the work. M. Lipski provided the example of a license requirement which formerly hadn't been required for a position. An incumbent who lacks said license would no longer meet the minimum qualifications even if he or she had been performing the duties.

At IV.B.2.a, it was asked what class specification change would not go to the Board; M. Lipski said that when there is not a material change, it would not require Board approval. For instance, updating specs to reflect CDL requirements that have been in place for years would not require Board approval.

G. Martinelli asked what happens when there is disagreement between a supervisor and an employee about classification (IV.B.3.a), with management's responsibility for assigning work appropriate for the class. M. Lipski said it's Human Resources's job to reconcile and figure out the correct placement, and the Classification Change Work Sheet and the City's position description form address questions in that area. M. Jezwinski asked (IV.B.3.b) whether "special training" cited is the same as special knowledge. M. Lipski said they could be separate things and that the list provided is not intended to be an exhaustive recitation of what is reviewed in the study of a position. G. Martinelli asked whether an assumption of supervisor responsibility would be considered logical in the rules. M. Lipski said that it depends on the situation. He said that there are separate classifications for leadworker, so adding those kinds of responsibilities wouldn't be logical as it would be creating a separate classification. M. Jezwinski asked (IV.B.3.b.iv.[b]i) what would happen if a position had changed and an incumbent employee did not meet requirements within the specified six months. M. Lipski said he would add "absent extenuating circumstances" to clarify.

M. Lipski pointed out a change from "Trainee classification" in existing rules to "Trainee designation" (IV.B.4)

V.B.1.b: G. Martinelli asked whether affirmative action goals are considered when an appointing authority and Human Resources consider having an exam and whether utilization should be included as a factor to be considered. B. Wirtz said that the City's new Affirmative Action Plan had been approved by the Council last night, and that the plan details how goals will be addressed.

V.B.2.e: M. Jezwinski asked whether the City would sponsor an applicant for citizenship; L. Olsen said no. M. Jezwinski asked whether language should be added to V.B.1.c.i ("Open Competitive" announcement) reflecting that.

M. Lipski will provide updated Chapter 4 and notice Chapter 4 through that end of the Personnel Rules draft, including the glossary, for the next meeting. M. Vilbrandt asked about residency requirement in the Rules; M. Lipski said different requirements for different groups are reflected in Ordinances.

ADJOURNMENT

A motion was made by Vilbrandt, seconded by Jezwinski, to Adjourn. The motion passed by voice vote/other.