



# City of Madison

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

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Wednesday, March 22, 2023

1:30 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: 845 8085 4042**

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, 608-266-4615, [Jortiz@cityofmadison.com](mailto:Jortiz@cityofmadison.com).

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

Approve the minutes of the January 26, 2023 meeting of the Personnel Board:  
<http://madison.legistar.com/Calendar.aspx>

**PUBLIC COMMENT**

1. [76865](#) Public Comment (3/22/23 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. [76822](#) Delete the classification of "Fire Protection Engineer" in CG18, R13 in the salary schedule and recreate the classification in CG18, R12. Recreate the 1.0 FTE positions #2147 and #4996 as "Fire Protection Engineer" (CG18, R12), within the Fire Operating Budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo Fire Protection Engineer 3-2023.pdf](#)

**Legislative History**

3/14/23 Human Resources Department Referred for Introduction  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

3. [76805](#) Create the new classification of "Emergency Management Coordinator" in CG18, R11 and create a new 1.0 FTE position as an "Emergency Management Coordinator," within the Fire Department Operating Budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo Emergency Management Coordinator.pdf](#)

[Emergency Management Coordinator 3-2023.pdf](#)

[Emergency Operations Coordinator PD.pdf](#)

**Legislative History**

3/14/23 Human Resources Department Referred for Introduction  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

4. [76802](#) Create the new classification of "Property Operations Manager" in CG18, R14 and create a new 1.0 FTE position as a "Property Operations Manager," within the Housing Operating Budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo CDA Property Operations Manager.pdf](#)

[PD Property Operations Manager.pdf](#)

[Property Operations Manager 2-2023.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

5. [76801](#) Recreate the 1.0 FTE position #3655 of Planner 2 (CG18, R8) as a Planner 3 (CG18, R10) and reallocate the employee to the new position.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo Planner 2.pdf](#)  
[PD Planner3.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

6. [76821](#) Create a new classification of Crime Analyst 3 in CG18, R10. Delete vacant position #4230 of Crime Analyst 2 and recreate the position as Crime Analyst 3.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo - Police Data Supervisor.pdf](#)  
[Position Description Police Data Supervisor.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

7. [76803](#) Recreate vacant position #1505 as Recreation Services Coordinator in CG 18, Range 08 in the Parks operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo - Recreation Services Coordinator.pdf](#)  
[2022 Olbrich Organization Chart.pdf](#)  
[Guest\\_Volunteer Program Supervisor PD 2022.docx](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

8. [76806](#) Recreate vacant position #3466 as Recreation Services Coordinator in CG 18, Range 08 in the Parks operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo - Recreation Services Coordinator.pdf](#)  
[Position Description Street Use Staff Team Coordinator new position.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

9. [76826](#) Create a new classification series of Transit Grants Administrator 1-4 in CG 44, R 06, 08, 10, 12, respectively. Delete position #3873 as a Transit Accountant 3 in CG 44, R10 and recreate it as a Transit Grants Administrator 4 in CG 44, R12 and reallocate the employee, S. Korth, to the new position, within the Metro Transit operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo Metro Grants Admin 4 3-2023.pdf](#)  
[Transit Grants Administrator 1-4 Class Spec 2023.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

10. [76825](#) Create a new classification specification of Transit Capital Program Manager in CG44, R15. Recreate one new 1.0 FTE position of "Capital Program Manager" as a Transit Capital Program Manager within the Metro Transit operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo Transit Capital Program - updated.pdf](#)  
[Transit Capital Program Manager - PD.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

11. [76824](#) Create a new classification specification of Transit Capital Project Manager in CG44, R12. Recreate one new 1.0 FTE position of "Capital Project Manager" within the 2023 Metro Transit operating budget as Transit Capital Project Manager.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo Transit Capital Program - updated.pdf](#)  
[Transit Capital Project Coordinator - PD.pdf](#)

**Legislative History**

3/14/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

12. [76849](#) Delete the classification of IT Administrative Services Manager in CG18, R10 in the salary schedule and recreate the classification in CG18, R16. Recreate position #819 as IT Administrative Services Manager within the IT operating

budget and reallocate employee to the new position.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo IT Finance Portfolio Mgr 3-2023 - Updated.pdf](#)  
[IT\\_Adm\\_Finance\\_Project\\_Portfolio\\_Manager\\_PD - Updated.pdf](#)

**Legislative History**

3/14/23 Human Resources Department Referred for Introduction  
Finance Committee (3/27/23), Personnel Board (3/22/23), Common Council (4/18/23)

**DISCUSSION ITEMS**

13. [76819](#) Overview and feedback on Compensation Study
14. [76820](#) Update on Results for America fellowship and Personnel Rules rewrite

**ADJOURNMENT**