



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, July 11, 2018

3:30 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.

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Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntauv, cov ntaub ntauv 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 Ingrid Vargas, Human Resources, 266-4615, ivargas@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the May 4, 2018 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. [51000](#) Recreating an Account Clerk 2 (CG20, R09, pos. #801) to an Account Clerk 3 (CG20, R11) and reallocating the incumbent to the new position in the Finance Department.

Sponsors: Paul R. Soglin
Attachments: [PB Memo Account Clerk 2 7-2018.pdf](#)
[Position description.pdf](#)
[Account Clerk 3 3-2015.doc](#)

Legislative History

5/24/18	Human Resources Department	Referred for Introduction
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Finance Committee, (July 16, 2018), Personnel Board (July 11, 2018), Commom Council (July 24, 2018)

2. [52153](#) Recreating an EO Investigator/Conciliator 2 (CG18, R06, pos. #892) to an EO Investigator/Conciliator 3 (CG18, R08) and reallocating the incumbent, A. Riphon, to the new position in the Department of Civil Rights.
- Sponsors:** Paul R. Soglin
Attachments: [PB Memo EO Invest 2 6-2018 \(002\).pdf](#)
[Position description.pdf](#)
- Legislative History**
- | | | |
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| 6/19/18 | Human Resources
Department | Referred for Introduction |
|---------|-------------------------------|---------------------------|
- Finance Committee (July 16, 2018), Personnel Board (July 11, 2018), Common Council (July 24, 2018)
3. [52178](#) Delete the classifications of Word Processing Operator 1 in CG20, R06 and Word Processing Operator 2 in CG20, R08. Recreate a Word Processing Operator 2 (CG20, R08, pos. #610) to an Administrative Clerk 1 (CG20, R09) and reallocate the incumbent to the new position in the DPCED Office of the Director budget.
- Sponsors:** Paul R. Soglin
Attachments: [PB Memo Word Processing Operator 2.docx](#)
[Position description.pdf](#)
- Legislative History**
- | | | |
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| 6/21/18 | Human Resources
Department | Referred for Introduction |
|---------|-------------------------------|---------------------------|
- Finance Committee (July 16, 2018), Personnel Board (July 11, 2018), Common Council (July 24, 2018)
4. [52262](#) Create the classification of Legislative Management System Specialist in CG17, R16; recreate position #45 as a Legislative Management System Specialist in the Common Council Office budget, and reallocate incumbent L. Veldran to the new position.
- Sponsors:** Paul R. Soglin
Attachments: [PB Memo Admin Asst CC Office 7-2018.pdf](#)
[Veldran updated PD.pdf](#)
[County Legis Mgmt Spec PD.pdf](#)
- Legislative History**
- | | | |
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| 6/28/18 | Human Resources
Department | Referred for Introduction |
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- Finance Committe (July 16, 2018), Personnel Board (July 11, 2018), Common Council (July 24, 2018)
5. [52275](#) Recreate position #4234 from Monona Terrace Technical Services Specialist 2 (CG 16, Range 15) into an IT Specialist 2 (CG18, Range 8) in of Monona Terrace's operating budget to be filled through an internal competitive process.
- Sponsors:** Paul R. Soglin

Attachments: [PB Memo MT Tech Spec MT 7-2018.pdf](#)
[MT Tech Serv 2 PD.pdf](#)
[MT Org Chart.pdf](#)

Legislative History

6/29/18 Human Resources Referred for Introduction
Department
Finance Committee (July 16, 2018), Personnel Board (July 11, 2018), Common Council (July 24, 2018)

6. [52276](#) Recreate position #3597 from IT Specialist 2 (CG 18, Range 8) into an IT Specialist 3 (CG18, Range 10) in Monona Terrace's operating budget and reallocate the incumbent to the new position.

Sponsors: Paul R. Soglin
Attachments: [PB Memo IT Specialist MT 7-2018.pdf](#)
[MT IT Spec 2 PD.pdf](#)
[MT Org Chart.pdf](#)

Legislative History

6/29/18 Human Resources Referred for Introduction
Department
Finance Committee (July 16, 2018), Personnel Board (July 11, 2018), Common Council (July 24, 2018)

ADJOURNMENT