



# City of Madison

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

## Text File

File Number: 06764

**Introduced:** 6/13/2007

**Current Status:** Passed

**Version:** 2

**Matter Type:** Resolution

### Fiscal Note

The Human Resources Department estimates staff time of up to 550 hours to research and report on the questions presented by this resolution. Human Resources will reallocate current staff to conduct this research and all associated costs will be absorbed in the 2007 Adopted Operating Budget. This reallocation of staff may slow normal Human Resources business operations (e.g. hiring requests) during the study period.

The Department of Civil Rights Affirmative Action Division estimates staff overtime expenses of up to \$1500 to complete the work associated with this resolution. No additional appropriation is required as these costs can be absorbed within the Department of Civil Rights 2007 Adopted Operating Budget.

The Council Office does not anticipate that any costs incurred due to this resolution will be absorbed within the 2007 Adopted Operating Budget.

### Title

AMENDED - Requesting a report on recommendations for changes to the Madison General Ordinances and the Administrative Procedure Memoranda regarding hiring practices.

### Body

WHEREAS, various alders have heard additional concerns from City staff regarding City of Madison hiring practices; and

WHEREAS, integrity in the civil service hiring system is critical for the public to have full faith in City of Madison government; and

WHEREAS, it appears that hiring practices may have evolved over time and may not fully conform to procedures outlined in Madison General Ordinance (MGO) Sec. 3.35 and Administrative Procedure Memoranda (APM) 2-8, 2-16 and 2-29; and

WHEREAS, the Common Council wishes to make it comfortable for City staff to come forward with concerns about various hiring and personnel practices and policies without fear of retaliation;

NOW, THEREFORE, BE IT RESOLVED that the Common Council requests a review of the civil service hiring practices and requests ~~Human Resources and~~ Affirmative Action staff to make necessary recommendations for changes for APM 2-8, 2-16 and 2-29 as well as MGO Sec. 3.35.

BE IT FURTHER RESOLVED that the Common Council requests input from the Madison Professional and Supervisory Employee Association (MPSEA) regarding recommendations to changes in hiring practices.

BE IT FURTHER RESOLVED that the Common Council Office, Human Resources, Office of Organizational Development and Training and Affirmative Action staff are requested to seek input from City staff and labor unions, including anonymous comments.

BE IT FURTHER RESOLVED that the Common Council requests that reports from Human Resources, Affirmative Action, the MPSEA and Common Council staff be prepared by ~~September 1, 2007~~ December 31, 2007.

BE IT FURTHER RESOLVED that offices collecting information and creating reports should give an interim briefing to the Common Council Organizational Committee.

BE IT FURTHER RESOLVED that the ~~above-mentioned report from Human Resources~~ Affirmative Action

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Division shall contain information regarding how many times in review management and supervisory hires within the past two (2) years and report whether a hire was made where:

- a) The candidate hired was paid a salary other than the salary that was advertised or reclassified within the first six (6) months of their employment;
- b) The candidate hired had qualifications that differed from those which were advertised as minimum requirements; and
- c) A list of positions that were advertised and a qualified candidate was not found, requiring us to reopen the hire and rewrite the job description.

BE IT FINALLY RESOLVED that the Common Council Organizational Committee will review the above-mentioned reports and then make final recommendations for changes to the MGOs and/or the APMs to the Common Council and the Mayor as appropriate.