



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, May 17, 2023

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: 825 8003 4889

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 March 22, 2023 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [77850](#) Public Comment (5/17/23 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. [77723](#) Delete the classification of "Transit Finance Manager" in CG44, R14 and recreate the classification in CG44, R15. Recreate the 1.0 FTE position #3051 in the new CG and Range (CG 44, R15) and reallocate the employee, J. Schiller, to the new position, within the Metro Transit Division operating budget.

Sponsors: Director of Human Resources

Attachments: [PB Memo Transit Finance Manager.pdf](#)
[Transit Finance Manager PD 3.1.21.pdf](#)

Legislative History

5/8/23 Human Resources Referred for Introduction
 Department
 Finance Committee (5/22/23), Personnel Board (5/17/23), Common Council (6/6/23)

3. [77779](#) Create the classifications of "Library IT Specialist 1, 2, and 3," in CG33, Ranges 2, 3, and 4, respectively. Recreate the 1.0 FTE position #3802 of Library Computer Specialist 1, in CG33, Range 1, as a "Library IT Specialist 3," and reallocate the employee to the new position.

Sponsors: Director of Human Resources

Attachments: [PB Memo MPL Computer Specialist.pdf](#)
[MPL Library Computer Spec 1 PD 2.pdf](#)
[Library IT Specialist 1-3 5-2023.pdf](#)

Legislative History

5/9/23 Human Resources Referred for Introduction
 Department
 Finance Committee (5/22/23), Personnel Board (5/17/23), Common Council (6/6/23)

4. [77780](#) Recreate the 1.0 FTE position #4183 of Library Computer Technician, in CG32, Range 5, as a "Library IT Specialist 2" in CG33, Range 3. The employee will underfill the new position until the conclusion of an internal competitive process.

Sponsors: Director of Human Resources

Attachments: [PB Memo MPL Computer Specialist.pdf](#)
[MPL Library Computer Technician PD.pdf](#)
[Library IT Specialist 1-3 5-2023.pdf](#)

Legislative History

5/9/23 Human Resources Referred for Introduction
 Department
 Finance Committee (5/22/23), Personnel Board (5/17/23), Common Council (6/6/23)

5. [77719](#) Recreate the 1.0 FTE position #4573 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 4573.pdf](#)
[PD Planner 3 .pdf](#)

Legislative History

5/8/23 Human Resources Referred for Introduction
 Department
 Finance Committee (5/22/23), Personnel Board (5/17/23), Common Council (6/6/23)

6. [77714](#) Reallocate the employee of position #872 from an Occupational Accommodations Specialist 2 (CG18, R8) to the budgeted position of Occupational Accommodations Specialist 3 (CG18, R10).

Sponsors: Director of Human Resources

Attachments: [V. Larson OccAcc3 - Memo.pdf](#)
[Larson OCS PD 2022.pdf](#)

Legislative History

5/8/23 Human Resources Referred for Introduction
 Department
 Finance Committee (5/22/23), Personnel Board (5/17/23), Common Council (6/6/23)

7. [77643](#) Create a new classification of Transit Mapping & Communications Specialist in CG 42, R 16. Delete position #4807 as a Transit Graphics Technician in CG 42, R 11 and recreate it as a Transit Mapping & Communications Specialist in CG 42, R 16 and reallocate the employee, M. Smith, to the new position, within the Metro Transit operating budget.

Sponsors: Director of Human Resources

Attachments: [PB memo Metro GT. 5-2023.docx](#)
[Transit Mapping & Communication Specialist Class Spec 3.9.23.doc](#)

Legislative History

5/4/23 Metro Transit Referred for Introduction
 Finance Committee (5/22/23); Personnel Board (5/17/23); Common Council (6/6/23)

8. [77778](#) Create the classification of IT Project and Records Management Coordinator in CG18, Range 10. Recreate the 1.0 FTE position #3286 of Records Management Coordinator 2 as an IT Project and Records Management Coordinator in CG18 R10 and reallocate the employee to the new position.

Sponsors: Director of Human Resources

Attachments: [Memo IT Records Mngmt Coord 05-2023.pdf](#)
[RMC2.PD.pdf](#)
[IT Project and Records Mgmt Coord 5-2023.pdf](#)

Legislative History

5/9/23 Human Resources Referred for Introduction
 Department
 Finance Committee (5/22/23), Personnel Board (5/17/23), Common Council (6/6/23)

DISCUSSION ITEMS

9. [77704](#) Results For America update
Legislative History
 5/8/23 Human Resources Refer to the PERSONNEL BOARD
 Department
10. [77705](#) Compensation Plan study update
Legislative History
 5/8/23 Human Resources Refer to the PERSONNEL BOARD
 Department
11. [77706](#) Annual Discussion of the Elected and Appointed Official Code of Ethical
 Conduct
Attachments: [Elected and Appointed Official Code of Conduct.pdf](#)
Legislative History
 5/8/23 Human Resources Refer to the PERSONNEL BOARD
 Department

ADJOURNMENT