



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, July 22, 2020

3:30 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. Public Registration: You can register your support or opposition to an agenda item at <https://www.cityofmadison.com/MeetingRegistration>. If you wish to speak at the virtual meeting on an agenda item, you must register. When you register, you will be sent an email with the information you will need to join the virtual meeting.
3. Listen to the Meeting: You can call-in to the Personnel Board meeting:
 - Listen to audio via phone:
(877) 853-5257 (Toll Free)
Meeting ID: 932 6441 2313
4. If you would like to join the meeting as an observer, please fill out information at <https://www.cityofmadison.com/clerk/meeting-schedule/watch-meetings-online>.

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.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntwav, cov ntaub ntwav 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 Denise Nettum, Human Resources, 266-4615,
dnettum@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the January 22, 2020 meeting of the Personnel Board:
<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. [61302](#) Delete the classification of Storekeeper in CG16, R11, and create a new classification of Storekeeper in CG16, R12. Recreate position number #1201 to a Storekeeper (CG18, R12), and reallocate incumbent E. Smith into the new position in the Traffic Engineering operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Storekeeper 6-2020.pdf](#)

Legislative History

7/8/20	Human Resources Department	Referred for Introduction
	Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)	

2. [61310](#) Create a new classification of Principal Architect 2 in CG 18, R16 and retile the classification of Principal Architect to Principal Architect 1 in CG18, R15, recreate position #4309, Principal Architect (CG 18, R15) into a Principal Architect 2 (CG 18, R 16), and reallocate incumbent B. Cooper to the new position within the Engineering Division.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Principal Architect 2 6-2020-Final.pdf](#)
[positiondescription.pdf](#)

Legislative History

7/8/20	Human Resources Department	Referred for Introduction
	Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)	

3. [60821](#) Create a new classification of Building and Trades Foreperson in CG 71, R5, and delete the existing classification of Electrical Foreperson in CG 71, R5. Retile the incumbents in the Electrical Foreperson classification in various agencies as Building and Trades Foreperson. Recreate position #4302 of Plumber as a Building and Trades Foreperson, to be filled internally. Recreate Program Assistant position #1095 as a Public Works Foreperson in CG 18, R5 to be filled through an internal, competitive process.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Engineering Facilities Reorg-Final 6-12-20 .pdf](#)
[PDEngineeringBuildingTradesForeperson.pdf](#)
[PD Public Works Foreperson .pdf](#)
[Emil Facilities Org Charts 06112020.pdf](#)

Legislative History

7/8/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

4. [61303](#) Recreate #4579 from a Program Assistant 1 (CG20, R11) to an Administrative Assistant (CG20, R14) in the Finance Department operating budget and reallocate the incumbent (M. Lloyd) to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Administrative Assistant 6-2020.pdf](#)

Legislative History

7/8/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

5. [61297](#) Recreate position #851 from a Program Assistant 2 to an Administrative Supervisor in the Community Development Division operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Administrative Supervisor 6-2020.pdf](#)

Legislative History

7/8/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

6. [61324](#) Recreate position #624 as a Planner 3 in CG 18, Range 10 in the Planning Division's operating budget and reallocate the incumbent, J. Greger, to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo GIS Spec 7-2020 Final.pdf](#)

Legislative History

7/9/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

7. [61325](#) Recreate position #2687 as a Transit Planner 3 in CG 44, Range 10 in the Metro Transit operating budget and reallocate the incumbent, M. Cechvala, to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Transit Planner 7-2020 Final.pdf](#)

Legislative History

7/9/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

8. [61296](#) Recreate position #3305, Administrative Clerk (CG 20, R 9) into a Program Assistant 1 (CG 20, R 11) and reallocate incumbent J. Austin to the new position within the Department of Civil Rights.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [Memo Program Assistant- 6- 15-2020-Final.pdf](#)
- Legislative History**
- | | | |
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| 7/8/20 | Human Resources
Department | Referred for Introduction |
| Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20) | | |
9. [61432](#) Recreate position #4299, Landscape Architect 3 (CG 18, R10) into a Landscape Architect 4 (CG 18, R 12) and reallocate incumbent S. Lerner to the new position within the Parks Division.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [Memo Landscape Architect 4 6-2020-Final-\(002\).pdf](#)
- Legislative History**
- | | | |
|---------------------------------------------------------------------------------|-------------------------------|---------------------------|
| 7/16/20 | Human Resources
Department | Referred for Introduction |
| Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20) | | |
10. [61275](#) Delete the classification of Police Report Leadworker (CG20, R11) and create the classification of Police Case Report Leadworker in CG20, Range 11. Recreate positions #2581 from a 1.0 FTE Administrative Clerk 1 (CG20, R9), currently occupied by D. Friske, and #4482 from a 1.0 FTE Police Report Leadworker (CG20, R11), currently occupied by B. Nestler, both to 1.0 FTE Police Case Report Leadworker (CG20, R11) in the Police Department budget and reallocate the incumbents to the new positions
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo MPD Records Unit 2.pdf](#)
[PD MPD Admin Clerk 1.pdf](#)
[MPD Records Section Org Chart 2.pptx](#)
- Legislative History**
- | | | |
|---------------------------------------------------------------------------------|-------------------------------|---------------------------|
| 7/7/20 | Human Resources
Department | Referred for Introduction |
| Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20) | | |

11. [61278](#) Delete the classification of "Police Report Supervisor" (CG18, R5) and create the classification of "Police Case Process Supervisor" in CG18, R7. Recreate the 1.0 FTE position #3816 of "Police Report Supervisor" (CG18, R5), currently occupied by J. Kujak, as "Police Case Process Supervisor" (CG18, R7), within the Police Department Operating Budget; and reallocate the incumbent to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo MPD Records Unit 2.pdf](#)
[PD MPD Case Process Supv.pdf](#)
[MPD Records Section Org Chart 2.pptx](#)

Legislative History

7/7/20 FINANCE COMMITTEE Referred for Introduction
 Finance Committee (July 27, 2020), Personnel Board (July 22, 2020), Common Council (August 4, 2020)

12. [61284](#) Recreate positions #2549 and 4264 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by H. Wendtland-Nelson and R. Scheer, respectively, as 1.0 FTEs of Police Records Service Clerk (CG20, R8) and recreate position #2555 from a 1.0 FTE of Clerk Typist 2 (CG20, R6), currently vacant, to a 0.6 FTE Police Records Service Clerk (CG20, R8), all in the Police Department budget and reallocate the incumbents to the new positions.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo MPD Records Unit 2.pdf](#)
[PD MPD Customer Service Clerk Typists.pdf](#)
[MPD Records Section Org Chart 2.pptx](#)

Legislative History

7/7/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

13. [61285](#) Delete the classification of "Police Court Services Supervisor" (CG18, R5) and create the classification of "Police Court Services Supervisor" in CG18, R7. Recreate the 1.0 FTE position #4117 of "Police Court Services Supervisor" (CG18, R5), currently occupied by J. Doyle, as "Police Court Services Supervisor" (CG18, R7), within the Police Department Operating Budget; and reallocate the incumbent to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo MPD Records Unit 2.pdf](#)
[PD MPD Court Services Supv.pdf](#)
[MPD Records Section Org Chart 2.pptx](#)

Legislative History

7/7/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

14. [61286](#) Recreate positions #2550, 2551, 2583, 2588, 2595 and 4200 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by D. Rodel, B. Wolkoff, J. Thomas, K. Packard, S. Hardiman and L. Zeuner, respectively, to 1.0 FTEs of Information Clerk (CG20, R7) all in the Police Department budget and reallocate the incumbents to the new positions.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo MPD Records Unit 2.pdf](#)
[PD MPD Records Clerk Typists.pdf](#)
[MPD Records Section Org Chart 2.pptx](#)

Legislative History

7/7/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

15. [61274](#) Recreate positions #2590, 3474, 4265 and 2569 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by D. Inselman, J. Yarl, J. Mathison and B. Femrite, respectively, to 1.0 FTEs of Police Records Service Clerk (CG20, R8) all in the Police Department budget and reallocate the incumbents to the new positions.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo MPD Records Unit 2.pdf](#)
[PD MPD Case Processing Clerk Typists.pdf](#)
[MPD Records Section Org Chart 2.pptx](#)

Legislative History

7/7/20 Human Resources Referred for Introduction
 Department
 Finance Committee (7/27/20), Personnel Board (7/22/20), Common Council (8/4/20)

ADJOURNMENT