



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft PERSONNEL BOARD

Wednesday, August 6, 2008

12:00 PM

Room 108, City-County Building
210 Martin Luther King, Jr. Blvd.

CALL TO ORDER / ROLL CALL

Present: 4 -

Gary V. Martinelli; Susan C. Paddock; Marcia J. Jezwinski and Susan M. Vilbrandt

Excused: 1 -

Eric D. Hands

APPROVAL OF MINUTES

Minutes of the June 11, 2008 meeting were approved on a motion by S. Paddock and a second by S. Vilbrandt.

PUBLIC COMMENT

- 1 [11068](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification Comptroller's Office Administrative Coordinator in Compensation Group 18, Range 04, and creating the classification of Comptroller's Office Administrative Services Supervisor in Compensation Group 18, Range 06, thereof.
- Sponsors:** Common Council By Request
- Discussion was held on clarification of "Coordinator" versus "Supervisor" and explanation of Risk Management duties now being assigned.
- A motion was made by Paddock, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
- 2 [11071](#) That the position (#767) of Comptroller's Office Administrative Coordinator in Compensation Group 18, Range 04 (occupied by K. Bentley) in the permanent salary detail of the Comptroller's Office budget is repealed and recreated as Comptroller's Office Administrative Services Supervisor in Compensation Group 18, Range 06, thereof. Be it further resolved that the incumbent shall be reallocated to said position.
- Sponsors:** David J. Cieslewicz

Attachments: [COMPT OFFICE ADMIN SUPERV SPEC.pdf](#)
[COMPT OFFICE ADMIN SUPR MEMO.pdf](#)

See discussion notes on above Ordinance 11068.

A motion was made by Paddock, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

3 [11287](#)

That the positions (#3332, #3632, #3634 and #3760) of Monona Terrace Operations Worker in Compensation Group 16, Range 07 (occupied by R. Jackson, J. Roessler, T. Younger, J. Catalino and M. Perry, respectively) in the permanent salary detail of the Monona Terrace budget are repealed and recreated as five positions of Custodial Worker 2, in Compensation Group 16, Range 07, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

Sponsors: David J. Cieslewicz

Attachments: [CUSTODIAL WORKER 2 MEMO.pdf](#)

A motion was made by Jezwinski, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

4 [11405](#)

Resolution that position (#3194) of Administrative Analyst 3, in Compensation Group 18, Range 10, (occupied by D. Bohrod) in the permanent salary detail of the Comptroller's budget is repealed and recreated as an Administrative Analyst 4 in Compensation Group 18, Range 12, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

Sponsors: David J. Cieslewicz

Attachments: [ADMINISTRATIVE ANALYST MEMO.pdf](#)

Discussion was held around the organizational structure of the "4" level. How does this compare to other types of Analysts.

A motion was made by Paddock, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

5 [11092](#)

Amending Section 3.53(6)(e) and creating Section 3.54(10)(c) of the Madison General Ordinances to clarify the purposes of a provisional appointment and to allow persons in CG 18 or 44 to receive the higher salary of a position they might fill on a temporary basis.

Sponsors: David J. Cieslewicz

Discussion was held regarding appropriate use of provisional appointments and associated salary adjustments.

A motion was made by Paddock, seconded by Jezwinski, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Marian Walluks will discuss the role of the City of Madison Personnel Board members.

Marian discussed the role of the Personnel Board.

ADJOURNMENT

The meeting was Adjourned on a motion by M. Jezwinski and a second by S. Paddock.