



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, September 7, 2011

12:00 PM

210 Martin Luther King, Jr. Blvd.
Room 103A (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 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 pib hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.

Please contact Denise Nettum in the Human Resources Department at (608) 266-4615

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Minutes of the July 20th, 2011 meeting.
<http://legistar.cityofmadison.com/calendar/#current>

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. [23726](#) Recreating the position (#788) of Administrative Support Clerk 1 (CG20-06) in the Finance Department Budget as an Administrative Support Clerk 2 (CG20-09) and reallocating the incumbent, C. LeMay, to the new position.

Sponsors: Paul R. Soglin
Attachments: [BENCHMARKS FOR ADVANCEMENT.pdf](#)
[PB Memo adminsupport2 \(2\).pdf](#)

Legislative History

8/29/11	Human Resources Department Board of Estimates September 12, 2011, Personnel Board, Common Council September 20, 2011 for Confirmation Hearing.	Referred for Introduction
---------	---	---------------------------

2. [23734](#) Retitling an Administrative Clerk 2 (CG20/11) position (#2589) in the Police Department as a Program Assistant 1 (20/11).

Sponsors: Paul R. Soglin
Attachments: [AdminClerk2 PD.pdf](#)
[CDAdminClk11.pdf](#)
[CDProgramAssistant1.pdf](#)
[PB Memo Admin2Police.pdf](#)

Legislative History

8/29/11	Human Resources Department Board of Estimates September 12, 2011, Personnel Board, Common Council September 20, 2011 Confirmation Hearing.	Referred for Introduction
---------	---	---------------------------

3. [23731](#) Rename the classification of "Police Lab Technician" in CG16-10 as "Forensic Lab Technician," move the classification of Forensic Lab Technician to CG16-11, recreate the position of Police Lab Technician, currently occupied by C. Van Hove (#3832), as a Forensic Lab Technician within the Police Department budget, and reallocate the incumbent to the new position.

Sponsors: Paul R. Soglin
Attachments: [Forensic Lab Technician.pdf](#)
[PB Memo Police Lab Tech.pdf](#)
[PD Lab Tech.pdf](#)

Legislative History

8/29/11	Human Resources Department Board of Estimates September 12, 2011, Personnel Board, Common Council September 20, 2011 Confirmation Hearing.	Referred for Introduction
---------	---	---------------------------

4. [23262](#) SUBSTITUTE Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of Building Maintenance and Technical Supervisor in Compensation Group 18, Range 10.

Sponsors: Paul R. Soglin
Attachments: [Version 1](#)

Legislative History

7/12/11 Attorney's Office/Approval Referred for Introduction
Group
Board of Estimates, Personnel Board

5. [23234](#) SUBSTITUTE Recreate the position (#3293) of Building Maintenance Supervisor (CG18-R06) as a Building Maintenance and Technical Supervisor (~~CG18-R08~~) (CG18 R10) and reallocate the incumbent (J. Griffith) to the new position in the Monona Terrace budget.

Sponsors: Paul R. Soglin

Attachments: [BLDGMAINSUP.pdf](#)

[PB Memo BuildMaintTechSup.pdf](#)

[PD Building Maint and Tech Sup.pdf](#)

[Version1.pdf](#)

[SUBSTITUTE PB Memo BuildMaintTechSup Aug.pdf](#)

[SUBSTITUTE BuildingMaint and Tech Supervisor.pdf](#)

Legislative History

7/12/11 Human Resources Referred for Introduction
Department
Board of Estimates September 12, 2011 , Personnel Board, Common Council
September 20, 2011 Confirmation hearing.

8/2/11 COMMON COUNCIL Referred to the BOARD OF ESTIMATES
Additional Referral: Personnel Board.

8/2/11 BOARD OF ESTIMATES Refer to the PERSONNEL BOARD

6. [23710](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of Library Business Operations Manager in Compensation Group 18, Range 14, thereof.

Sponsors: Paul R. Soglin

Legislative History

8/26/11 Attorney's Office/Approval Referred for Introduction
Group
Board of Estimates, Personnel Board

7. [23730](#) Recreate the position (#476) of Librarian Supervisor as a Library Business Operations Manager in the Library budget, and reallocate the incumbent (S. Lee) to the new position.

Sponsors: Paul R. Soglin

Attachments: [CDLibrary Business Ops Mgr.pdf](#)

[PBMemo Library Bus Ops Mgr.pdf](#)

[PD Library Bus Ops Mgr \(2\).pdf](#)

Legislative History

8/29/11 Human Resources Referred for Introduction
Department
Board of Estimates September 12, 2011, Personnel Board, Common Council
September 20, 2011 Confirmation Hearing

8. [23738](#) Resolution deleting one Traffic Engineer 1 position (CG 18 R 10) (#3844) in the permanent salary detail of the Traffic Engineering Division budget, recreating it as a Traffic Engineer 2 position (CG 18 R 12) thereof and reallocating the current incumbent (position #3844) to the new position.

Sponsors: Paul R. Soglin

Attachments: [TraffEng1LangerMemo.pdf](#)
[TrafficEng1PD.pdf](#)

Legislative History

8/29/11 Human Resources Department Referred for Introduction
Board of Estimates September 12, 2011, Personnel Board, Common Council
September 20, 2011.

9. [23740](#) Resolution deleting two Administrative Clerk 1 positions (CG 20 R 09) (#3429, currently vacant, and #1029) in the permanent salary detail of the Housing Operations Unit budget, recreating them as Program Assistant 1 positions (CG 20 R 011) thereof and reallocating the current incumbent (position #1029) to the new position.

Sponsors: Paul R. Soglin

Attachments: [AdminClerk1 Housing PD.pdf](#)
[MemoAdClk1Housing2.pdf](#)
[OrdChart.pdf](#)

Legislative History

8/29/11 Human Resources Department Referred for Introduction
Board of Estimates September 12, 2011, Personnel Board, Common Council
September 20, 2011 Confirmation Hearing

ADJOURNMENT