

**June 23, 2008**  
**CCOC Subcommittee to Review**  
**City Hiring Practices & Policies**  
**2:00 p.m.**  
**Room 417, City-County Building**

Members Attending: Ald. Brenda Konkel and Ald. Michael Schumacher

Staff Attending: Lisa Veldran (Council Office), Sylvia Moss (Human Resources Department), Kelli Lamberty (MPSEA), Lorie Olsen (Human Resources Department), Karl van Lith (Human Resources Department) and Brad Wirtz (Human Resources Director)

The meeting was called to order at 2:03 p.m.

**Approval of April 23, 2008 minutes**

Minutes were approved.

**Public Comment**

There was no public comment.

**Develop recommendations to CCOC from subcommittee review process of the Hiring Practices reports submitted by City staff and MPSEA and recommendations for changes to the Madison General Ordinances and/or the Administrative Procedure Memos.**

**Issue 1.1 – Plain Language** - It was noted that a recommendation was contained in the Hiring Practices Report (dated December 2007), *“For example, terminology used in position descriptions that makes sense to internal City employees may not make sense to a potential external candidate. Clarification of all hiring terminology is one of the recommendations put forth in this report.”* (Page 5) Ald. Brenda Konkel suggested that a focus group review recent job descriptions and forward their comments to the Personnel Board.

**RECOMMENDATION:** Pull recent job descriptions and have a focus group review them for possible “plain language” revisions. Forward focus group (possibly use AASPIRE interns) comments to Personnel Board for feedback to Human Resources.

**Issue 18. Reorganizations** - Ald. Michael Schumacher noted that the city has no formal written process for reorganizations.

**RECOMMENDATION:** Human Resources develop, at the very least, minimum process steps to insure a better outcome for future reorganizations. Karl van Lith will work on a draft reorganization process for review by July 2008.

**Issue 17. Succession Planning** - Brad Wirtz noted that overall the balance seemed right and did not perceive a problem in recruitment and retention of city employees. Ald. Michael Schumacher was disheartened that the Water Utility Director position took two rounds to find a successful candidate.

**RECOMMENDATION:** Human Resources to prepare a set of recommendations (i.e. Best Practices) to recruit/attract the highest caliber candidates for Compensation Group 21 & 18 positions. Ald. Brenda Konkel requested that a comparable salaries data field be added for the most recently Comp Group 21 employees hired. Brad Wirtz will look at Madison Police

and Madison Fire Departments internal recruitment policies that Council members should be made of aware of.

**Issue 16. a. Financial resource problems, a. budget cuts to training and organizational development**

**RECOMMENDATION:** Increase staffing in Training & Organizational Development. Increase budget for training & staff development (e.g. facilitator training, training on committee rules, etc.). Karl van Lith to provide a summary of suggestions.

**Issue 15. Residency Rules**

**RECOMMENDATION:** Ordinance is being drafted to exempt Compensation Group 18 & 44 from the city's residency rules. Council look at exempting Compensation Group 21 sometime in the future.

**Issue 14. Role in evaluation of Compensation Group 21**

**RECOMMENDATION:** This issue was addressed at April 23, 2008 meeting.

**Issue 13. Interim managerial appointments/double-filling/timing of appointments**

**RECOMMENDATION:** Brad Wirtz is working on an ordinance that to clarify the purposes of a provisional appointment and to allow person in CG 18 or 44 to receive the higher salary of a position they might fill on a temporary basis. Recommend that language be added that provisional appointments in excess of six months need Council approval.

**Issue 12. a. Mayoral managerial hiring preferences, a. Political transitions between administrations pull HR Department into new directions, e.g. train potential employees internally to become managers vs. hire philosophy of hiring managers externally.**

**RECOMMENDATION:** No recommendation. Brad Wirtz noted that this may be addressed in a new Personnel Rules policy statement.

**Issue 11. Recruitment process**

**RECOMMENDATION:** This issue was addressed in Issue 17. Succession Planning (Comp Groups 21 & 18)

**Issue 10. a. Council's role in union contracts/managerial contracts, a. Level of Council input/involvement** - Language exists Section indicates that Labor Relations manager will go to BOE prior to negotiations to discuss the city's position.

**RECOMMENDATION:** Follow existing language in Madison General Ordinances 3.13(5)(d);

**(d) Mayor and Common Council Control.** The Board of Estimates shall confer with the Mayor and the Human Resources Director regarding initial bargaining proposals to be presented to each duly recognized bargaining unit. All labor contracts and agreements negotiated under the terms of this section shall be subject to the approval of the Mayor and Common Council. No labor contract or agreement shall be binding upon the City nor shall any of the terms of such agreements be implemented until such time as the agreement is approved and executed by the Mayor and City Clerk in the manner prescribed by law.

1. The Human Resources Director shall report periodically on labor relations activities to the Mayor and the Board of Estimates.
2. The Human Resources Director shall complete such reports as the Mayor and Common Council shall require and attend such conferences or meetings as designated for purposes of ensuring sufficient communications with the Mayor, Board of Estimates and Common Council on labor relations matters.

Additional recommendation that all alders be notified when Human Resources is meeting with Board of Estimates on matters listed in the ordinance above.

**Issue 10. Council's role in union contracts/managerial contracts, b. Financial impact -** Fiscal impact is contained in union contract language. Salary information (for new positions, reclassifications, etc.) is contained in the fiscal note for resolutions/ordinances.

**RECOMMENDATION: No recommendation.**

**Issue 9. Performance Expectations** – Ald. Michael Schumacher noted that he though this was an area that needed attention. Karl van Lith mentioned that the 311 Study Team's discussion on expectations of the city's front line employees in assisting the public.

**RECOMMENDATION: Managing performance expectations for front line employees, particularly in the area of customer service training.**

**Issue 8. Merit increases**

**RECOMMENDATION: No recommendation.**

**Issue 7. Employee evaluations**

**RECOMMENDATION: No recommendation.**

**Issue 6. Hiring & interview panels – need to diversify/not have all from one department**

**RECOMMENDATION: Implement recommendations contained in the report (page 6 of report: *“Develop specific criteria to make sure interview panels and raters are diverse.”*)**

### **Next Meeting**

Members requested Lisa Veldran to prepare a list of recommendations and include attachments as appendices. No next meeting date was set.

### **Adjournment**

The meeting adjourned at 3:20 p.m.

Minutes prepared by Lisa Veldran, Administrative Assistant