



# 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?*

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Wednesday, June 22, 2022

3:30 PM

Virtual (Zoom)

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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](mailto: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 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)**

**Meeting ID: 885 0821 4593**

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.

Please contact Brooke Gillitzer in Human Resources at (608) 266-4615, [bgillitzer@cityofmadison.com](mailto:bgillitzer@cityofmadison.com).

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

Approve the minutes of the March 16, 2022 Personnel Board meeting:  
<http://madison.legistar.com/Calendar.aspx>

**PUBLIC COMMENT**

1. [72032](#) Public Comment (6/22/22 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. [71552](#) Recreate the 1.0 FTE position #3297 of Administrative Clerk 1 (CG20, R9) as an Administrative Assistant (CG20, R14), in the Monona Terrace Operating Budget; and reallocate the incumbent, S. Carrizal, to the new position.
 

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo MT Admin Clerk.pdf](#)  
[MT Admin Clerk Assist.docx](#)

**Legislative History**

5/16/22	Human Resources Department	Referred for Introduction
	Finance Committee (6/6/22); Personnel Board (5/25/22); Common Council (6/7/22)	
5/24/22	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
	Additional Referral to Personnel Board (5/25/22)	
5/25/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
3. [71651](#) Recreate position #783 of Accountant 3 as an Accountant 4 in CG 18, Range 10 and reallocate the employee, J. Horan, to the new position.
 

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo Accountant 4 5-2022 FINAL.pdf](#)

**Legislative History**

5/18/22	Human Resources Department	Referred for Introduction
	Finance Committee (6/6/22), Personnel Board (5/25/22), Common Council (6/7/22)	
5/24/22	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
	Additional Referral to Personnel Board (5/25/22)	
5/25/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
4. [71650](#) Delete the classification of Housing Operations Analyst in CG 18, Range 8 and recreate the classification in CG 18, Range 12. Recreate position number #1027 to the Housing Operations Analyst (CG18, R12), and reallocate employee, L. Daniels, into the new CG and Range.

**Sponsors:** Satya V. Rhodes-Conway  
**Attachments:** [PB Housing Operations Analyst-Final-5-6-22.pdf](#)

**Legislative History**

5/18/22	Human Resources Department Finance Committee (6/6/22), Personnel Board (5/25/22), Common Council (6/7/22)	Referred for Introduction
5/24/22	COMMON COUNCIL Additional Referral to Personnel Board (5/25/22)	Refer to the FINANCE COMMITTEE
5/25/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

5. [71626](#) Recreate position #4075 of Data Analyst 2 as a Data Analyst 3 in CG 18, Range 10 and reallocate the employee, D. Coy, to the new position.

**Sponsors:** Satya V. Rhodes-Conway  
**Attachments:** [PB Memo - Data Analyst 2 to 3.pdf](#)

**Legislative History**

5/18/22	Human Resources Department Finance Committee (6/6/22); Personnel Board (5/25/22); Common Council (6/7/22)	Referred for Introduction
5/24/22	COMMON COUNCIL Additional Referral to Personnel Board (5/25/22)	Refer to the FINANCE COMMITTEE
5/25/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

6. [71627](#) Delete the classification of "Police Administrative Services Manager" in CG18, R14 and recreate the classification in CG18, R15. Recreate the 1.0 FTE position #2576 in the new CG and Range (CG 18, R15) and reallocate the employee, T. Mawer, to the new position, within the Police Department operating budget.

**Sponsors:** Satya V. Rhodes-Conway  
**Attachments:** [PB Memo Police Administrative Services Manager.pdf](#)

**Legislative History**

5/18/22	Human Resources Department Finance Committee (6/6/22); Personnel Board (5/25/22); Common Council (6/7/22)	Referred for Introduction
5/24/22	COMMON COUNCIL Additional Referral to Personnel Board (5/25/22)	Refer to the FINANCE COMMITTEE
5/25/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

7. [71628](#) Recreate the classification of "Public Works Foreperson" (CG18, R05) as "Public Works Foreperson 1" and create the classification of "Public Works Foreperson 2" in CG18, R06. Recreate the 1.0 FTE positions #1664 and #1725 as "Public Works Foreperson 1" and reallocate the employees, R. Grieshammer and P. Roh to the new positions; and recreate the 1.0 FTE positions #1665 and #1765 as "Public Works Foreperson 2" and reallocate the employees, M. Scamardo and D. Kelley, to the new positions, within the Streets Division operating budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo - Public Works Foreperson.pdf](#)  
[Public Works Foreperson 1-2 Class Spec - Draft.pdf](#)

**Legislative History**

5/18/22	Human Resources Department Finance Committee (6/6/22); Personnel Board (5/25/22); Common Council (6/7/22)	Referred for Introduction
5/24/22	COMMON COUNCIL Additional Referral to Personnel Board (5/25/22)	Refer to the FINANCE COMMITTEE
5/25/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

**ADJOURNMENT**