



# City of Madison

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

## Meeting Minutes - Approved PERSONNEL BOARD

---

Wednesday, June 11, 2008

12:00 PM

Room 103A, City-County Building  
210 Martin Luther King, Jr. Blvd.

---

Others present: Marian Walluks, John Absmeier, Sherry Severson, Gail Glasser, Christie Hill, Harry Ogden, Larry Nelson, Nancy Birmingham, Lorie Olsen, Brad Wirtz, Sheryl Mahood

### CALL TO ORDER / ROLL CALL

**Present:** 3 -  
Susan C. Paddock; Susan M. Vilbrandt and Eric D. Hands  
**Excused:** 1 -  
Marcia J. Jezwinski

### APPROVAL OF MINUTES

Approve the minutes of the May 7, 2008 meeting.

**Excused:** 1 -  
Marcia J. Jezwinski

### PUBLIC COMMENT

There was no public comment.

- 1      [10616](#)      That the position (#1879) of Administrative Clerk 1, in Compensation Group 20, Range 09, (occupied by D. Meinert) in the permanent salary detail of the Water Utility is repealed and recreated as an Administrative Clerk 2 in Compensation Group 20, Range 11, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

**Sponsors:**      David J. Cieslewicz

**Attachments:**      [ADMIN CLERK WATER MEMO.pdf](#)

Sherry Severson explained the justification for the position reclassification and Larry Nelson outlined expanded duties of the position.

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

- 2      [10642](#)      Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting

the classification of Compensation and Safety Manager in Compensation Group 18, Range 15, and by creating the classification of Compensation and Benefits Manager in Compensation Group 18, Range 15, thereof.

**Sponsors:** Common Council By Request

**This Ordinance was Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES**

3 [10617](#)

That the vacant position (#866) of Compensation and Safety Manager, in Compensation Group 18, Range 15, in the permanent salary detail of the Human Resources Department is repealed and recreated as a Compensation and Benefits Manager in Compensation Group 18, Range 15, thereof.

**Sponsors:** David J. Cieslewicz

**Attachments:** [COMP AND BENEF MGR SPEC.pdf](#)  
[COMP AND SAFETY MGR MEMO.pdf](#)

Sherry Severson explained the justification and change of duties, hence the change of title. Brad Wirtz further enhanced the explanation of job duties.

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

4 [10618](#)

That the position (#2542) of Police Property Clerk, in Compensation Group 16, Range 07, (occupied by P. Bruhnke) in the permanent salary detail of the Police Department is repealed and recreated as an Automotive Service Worker in Compensation Group 16, Range 08, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

**Sponsors:** David J. Cieslewicz

**Attachments:** [AUTOMOTIVE SERV WRKR SPEC.pdf](#)  
[AUTO SERV WRKR MEMO.pdf](#)

Eric Hands inquired as to how long the position had been changed to doing auto service work. Sherry Severson said for several years.

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

5 [10639](#)

Amending Section 3.54(1)(e) of the Madison General Ordinances by creating the classification of Housing Assistance Clerk 2 in Compensation Group 20, Range 12, thereof.

**Sponsors:** Common Council By Request

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

6 [10632](#)

That the position (#1025) of Housing Assistance Clerk, in Compensation Group 20, Range 11, (occupied by S. Clayborne) in the permanent salary

detail of the Housing Operations Unit budget is repealed and recreated as a Housing Assistance Clerk 2, in Compensation Group 20, Range 12, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

**Sponsors:** David J. Cieslewicz

**Attachments:** [HOUSING ASST CLERK SPEC.pdf](#)  
[HOUSING ASST CLERK MEMO.pdf](#)

Gail Glasser explained the justification of additional job duties for the reclassification.

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

- 7      [10641](#)      Amending Section 3.54(1)(e) of the Madison General Ordinances by creating the classification of Graphics Assistant in Compensation Group 20, Range 09, thereof.

**Sponsors:** Common Council By Request

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

- 8      [10633](#)      That the new vacant position tentatively identified as Graphic Assistant (0.50) (no Compensation Group/Range specified) in the permanent salary detail of the Overture Center budget is repealed and recreated as a position of Graphics Assistant in Compensation Group 20, Range 09 thereof.

**Sponsors:** David J. Cieslewicz

**Attachments:** [GRAPHICS ASST SPEC.pdf](#)  
[GRAPHICS ASST MEMO.pdf](#)

Gail Glasser explained that this 50% position was in the OC budget and Nancy Birmingham explained that it is being made permanent in hopes of retaining qualified employees by offering partial benefits.

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

### **Marian Walluks - presenting brief history of Civil Service in general and as it relates to the City of Madison and an overview of the role of the Personnel Board.**

Marian gave an historical overview and definition of the Civil Service System (not military, elected, patronage or spoil system). Susan Paddock reiterated the importance of diligent study of the positions being reclassified. Sue Vilbrandt asked for an explanation of comparable worth vs. similar worth done through job analysis.

### **Notification of Troy Clifcorn appeal.**

Brad Wirtz gave an explanation of the cause of appeal and how Personnel

Board is notified for information purposes only at this point in the process. The employee can appeal to a Hearing Examiner.

**ADJOURNMENT**

A motion was made by Paddock, seconded by Vilbrandt, to Adjourn. The motion passed by voice vote/other.