



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://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, November 8, 2023

1:30 PM

Virtual

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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 will 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)**

**Webinar ID: 831 1658 0501**

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.

For accommodations, contact: Juan Ortiz in Human Resources at (608) 266-4615, [jortiz@cityofmadison.com](mailto:jortiz@cityofmadison.com).

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

Approve the minutes of the 10/23/23 meeting of the Personnel Board:  
<http://madison.legistar.com/Calendar.aspx>

1. [80697](#) Public Comment (11/8/23 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. [80612](#) Delete the classification of Safety Coordinator in CG18, R07. Create the classifications of Safety Coordinator 1 in CG18, R08 and Safety Coordinator 2 in CG18, R10. Recreate position #869 of Safety Coordinator as Safety Coordinator 2 and reallocate the employee, B. Lovell, to the new classification.

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo - Safety Coordinator.pdf](#)  
[Safety Coordinator 1 Draft Position Description 08.15.2023.pdf](#)  
[Safety Coordinator 2 Draft Position Description 08.15.2023.pdf](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

3. [80618](#) Recreate the 1.0 FTE position #1861 of Engineering Program Specialist 1 (CG16, R17) as a GIS Specialist 2 (CG18, R8).

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo WU GIS positions.pdf](#)  
[PD WU GIS Analyst \(ENG PROG SPEC 1\) - Geiger.docx](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

4. [80619](#) Recreate the 1.0 FTE position #4027 of Civil Technician 2 (CG16, R14) as a GIS Specialist 2 (CG18, R8).

**Sponsors:** Director of Human Resources

**Attachments:** [PB Memo WU GIS positions.pdf](#)  
[PD WU GIS Analyst - Santi.docx](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

5. [80620](#) Create new classification of Client Services Manager in CG18/R12, and create a 1.0 FTE position in the new classification in the CDA Housing's 2024 adopted operating budget.
- Sponsors:** Director of Human Resources
- Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[CDA - Client Services ManagerPD.docx](#)  
[CDA Reorganization Chart 2023.5.31\\_FINAL.docx](#)  
[Client Services Manager 10-2023.doc](#)
- Legislative History**
- |   |                               |                           |
|---|-------------------------------|---------------------------|
| 10/31/23  | Human Resources<br>Department | Referred for Introduction |
| Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23) |                               |                           |
6. [80621](#) Create a new classification of Paralegal Mediator 3 in CG18/R09 in the salary schedule.
- Sponsors:** Director of Human Resources
- Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[Paralegal-Mediator 3 1-2024.pdf](#)
- Legislative History**
- |   |                               |                           |
|---|-------------------------------|---------------------------|
| 10/31/23  | Human Resources<br>Department | Referred for Introduction |
| Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23) |                               |                           |
7. [80622](#) Recreate the 1.0 FTE position #3612 as a Business Development Specialist 2 in CG18/R08 in EDD's 2024 adopted operating budget.
- Sponsors:** Director of Human Resources
- Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[EDD - Business Development Specialist 2 - MBH Comments 10-24-23.docx](#)
- Legislative History**
- |   |                               |                           |
|---|-------------------------------|---------------------------|
| 10/31/23  | Human Resources<br>Department | Referred for Introduction |
| Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23) |                               |                           |
8. [80623](#) Create a new 1.0 position in the classification of Human Resources Analyst 2 in CG18/R08, in the Fire Department's 2024 adopted operating budget.
- Sponsors:** Director of Human Resources
- Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[FIRE - EMS Training Coordinator 10-2023 V2.doc](#)
- Legislative History**
- |   |                               |                           |
|---|-------------------------------|---------------------------|
| 10/31/23  | Human Resources<br>Department | Referred for Introduction |
| Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23) |                               |                           |
9. [80624](#) Create a new classification of Human Resources Analyst 4 in CG18/R12 in the salary schedule; and recreate the 1.0 FTE position #877 in the newly created classification in HR's 2024 adopted operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[HR - Draft PD HR Analyst 4.docx](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

10. [80626](#) Create the new classification of Public Information Officer 3 in CG18/R12 in the salary schedule, and create a 1.0 FTE position in the newly created classification in the Mayor's adopted operated budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[Mayor - PD Communications Manager 10.16.23f.docx](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

11. [80627](#) Create new classification series of Transit Engineer 1-2 in CG44, Ranges 10 & 12 in the salary schedule; and create 1.0 FTE position as Transit Engineer 2 in CG44/R12 in Metro Transit's 2024 adopted operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[Metro - Vehicle Charging Integration Engineer.docx](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

12. [80628](#) Delete the classification of Parks Community Services Manager in CG18/R12 and recreate it in CG18/ R14 in the salary schedule. Recreate position #1520 in the new classification of the Parks Division 2024 operating budget.

**Sponsors:** Director of Human Resources

**Attachments:** [PBMemo 2024 Budget Summary Analysis FINAL 10.31.2023.pdf](#)  
[Parks Community Services Manager 11-2023 DRAFT.pdf](#)

**Legislative History**

10/31/23 Human Resources Referred for Introduction  
 Department  
 Finance Committee (11/27/23), Personnel Board (11/8/23), Common Council (12/5/23)

**DISCUSSION ITEMS**

13. [80360](#) Proposed Personnel Rule Revisions

**Attachments:** [Summary of Major Changes - Personnel Rules Rewrite.docx](#)

Legislative History

10/11/23

Human Resources  
Department

Refer to the PERSONNEL BOARD

**ADJOURNMENT**