



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PERSONNEL BOARD

Monday, July 13, 2009

4:00 PM

210 Martin Luther King, Jr. Blvd.
Room 501 (City-County Building)

SPECIAL MEETING

CALL TO ORDER / ROLL CALL

Others Present: Sue Vilbrandt, Hillary Kirking, Lorie Olsen, Brad Wirtz, Mike Lipski, Gail Glasser

Chair Hands called the meeting to order at 4:00. Mike Lipski referred to the Legistar and email links to the draft revised Personnel Rules and the version showing changes to text that have been recommended by the Board or updated and applied.

Present: 4 -

Susan C. Paddock; Marcia J. Jezwinski; Eric D. Hands and Gary V. Martinelli

Absent: 1 -

Darold D. Lowe

PUBLIC COMMENT

None.

NEW BUSINESS

1. [13378](#) New Personnel Rules - Entire Document

Lipski offered an additional change, to Chapter 8, Layoff and Recall. A sentence from the 1970 Rules providing for authority for layoff has been restored. Layoffs may be done as a result of shortage or stoppage of work or funds, functional reorganization, or the abolishing of a position.

Hands cited Chapter 4, Paragraph A. 1 (page 5) reference to "highest caliber candidates"; other such references have been changed to "best-qualified candidates." The Board agreed the change should be made.

In Chapter 4, Paragraph B. 1 and 2, "training requirements" will be added to cited elements of job analysis and class specifications.

Chapter 5, Paragraph C, Screening for minimum qualification: Marcia J. asked about screening for citizenship at this stage. Olsen said this may be done for some classes; she provided an example of firefighter screening, with large numbers of candidates and several stages of testing; it's better to assure basic requirements are met. Legal requirements of certain positions may require this early in the process but for most positions, the information isn't required until

after a job offer has been accepted. The Board decided no change was necessary.

A motion was made by Martinelli, seconded by Jezwinski, to Discuss and Finalize the revised Personnel Rules with the changes discussed in these minutes to Common Council. The motion passed unanimously by voice vote/other.

ADJOURNMENT

Sue Vilbrandt was commended and thanked for her wonderful work on the Personnel Board, with great appreciation by the other members.

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