



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

Wednesday, December 3, 2008

12:00 PM

Room 108, City-County Building  
210 Martin Luther King, Jr. Blvd.

*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 peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.*

*Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.*

*Please contact Sheryl Mahood in Human Resources at 266-4615; TTY/Textnet 866-704-2340.*

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

*November 5, 2008 meeting.*

### PUBLIC COMMENT

*Limited to 3 minutes each person.*

### Note:

*A quorum of Common Council members may be present.*

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#### [12776](#)

Resolution that the position (#1886) of Engineer 3 in Compensation Group 18, Range 10, (occupied by D. DeMaster) in the permanent salary detail of the Water Utility budget is repealed and recreated as Engineer 4 in Compensation Group 18, Range 12, thereof. Be it further resolved that the incumbent shall be reallocated to said position.

**Sponsors:** David J. Cieslewicz

**Attachments:** [ENGINEER 3 WATER MEMO.pdf](#)

**Legislative History**

11/18/08 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

- 2 [12777](#) Resolution that the position (#1885) of Administrative Clerk 2 in Compensation Group 20, Range 11, (occupied by S. Pounders) in the permanent salary detail of the Water Utility budget, and the position (#721) of Treasury Operations Leadworker in Compensation Group 20, Range 12, (occupied by P. Stone) in the permanent salary detail of the Treasury Office budget, are repealed and recreated as Financial Operations Leadworker in Compensation Group 20, Range 12, thereof. Be it further resolved that the incumbents shall be reallocated to said positions.

**Sponsors:** David J. Cieslewicz

**Attachments:** [ADMIN CLERK WATER UTILITY MEMO.pdf](#)  
[FINANCIAL OP LDWRKR SPEC.pdf](#)

**Legislative History**

11/18/08 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

- 3 [12791](#) Resolution that the position (#825) of Public Health Administrative Services Manager in Compensation Group 18, Range 11, occupied by D. Caes, in the permanent salary detail of the Public Health Department budget is repealed and recreated as Public Health Administrative Services Manager in Compensation Group 18, Range 12 thereof. Be it further resolved that the incumbent shall be reallocated to said position.

**Sponsors:** David J. Cieslewicz

**Attachments:** [PH ADMIN SERV MGR MEMO.pdf](#)  
[PH ADMIN SERV MGR SPEC.pdf](#)

**Legislative History**

11/18/08 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

- 4 [12857](#) Amending Section 3.54(1)(p) of the Madison General Ordinances by creating the classification of Transit Customer Service Supervisor in Compensation Group 44, Range 05, thereof.

**Sponsors:** Common Council By Request

**Legislative History**

11/21/08 Attorney's Office/Approval Referred for Introduction  
 Group  
 Board of Estimates; Personnel Board

- 5 [12808](#) Resolution that the vacant position (#3881) of Transit Marketing Specialist 1 in Compensation Group 44, Range 04 in the permanent salary detail of the Madison Metro Transit budget is repealed and recreated as a position of Transit Customer Service Supervisor in Compensation Group 44, Range 05. Be it further resolved that the position shall be filled competitively.

**Sponsors:** David J. Cieslewicz

**Attachments:** [TRANSIT SERV SUPR MEMO.pdf](#)  
[TRANSIT CUST SERV SUPR SPEC.pdf](#)  
[TRANSIT MARKET SPEC LST 2 SPEC.pdf](#)

**Legislative History**

11/20/08 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

- 6 [12856](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of Police Records Section Supervisor in Compensation Group 18, Range 10, thereof.

**Sponsors:** Common Council By Request

**Legislative History**

11/21/08 Attorney's Office/Approval Referred for Introduction  
 Group  
 Board of Estimates; Personnel Board

- 7 [12810](#) Resolution that one vacant position of "Police Records Section Supervisor" in Compensation Group 18, Range 10, in the permanent salary detail of the Police Department budget is created thereof.

**Sponsors:** David J. Cieslewicz

**Attachments:** [POLICE REC SERV MEMO.pdf](#)  
[POLICE REC SECT SUPR SPEC.pdf](#)

**Legislative History**

11/20/08 Human Resources Referred for Introduction  
 Department  
 Board of Estimates, Personnel Board

## DISCUSSION

- 8 [12891](#) Discussion on the definition of the different compensation groups in the City's compensation plan.

**Attachments:** [COMP GROUP DESCRIPTIONS.pdf](#)

**Legislative History**

11/25/08 Human Resources Refer to the PERSONNEL BOARD  
 Department

## ADJOURNMENT