



City of Madison

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

Meeting Minutes - Approved PERSONNEL BOARD

Wednesday, December 3, 2008

12:00 PM

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

CALL TO ORDER / ROLL CALL

Present: 3 -
Gary V. Martinelli; Susan C. Paddock and Eric D. Hands

Excused: 2 -
Marcia J. Jezwinski and Susan M. Vilbrandt

APPROVAL OF MINUTES

A motion was made by Martinelli, seconded by Paddock, to Approve the Minutes. The motion passed by voice vote/other.

PUBLIC COMMENT

Note:

- 1 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Group 18, Range 10, (occupied by D. DeMaster) in the permanent salary detail of the Water Utility budget is repealed and recreated as Engineer 4 in Compensation Group 18, Range 12, thereof.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](#)

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

- 2 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Group 20, Range 12, (occupied by P. Stone) in the permanent salary detail of the Treasury Office budget, are repealed and recreated as Financial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](#)

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

Discussion: Gary Martinelli asked who checks the work of the described position. Mike Lipski identified the responsibility of higher-level staff. Mr. Martinelli asked whether the duties were new or ongoing; Mike Lipski described responsibilities added with the transfer of work areas to a new location and with new billing and meter reading systems.

- 3** 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](#)

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

Discussion: Eric Hands asked whether other positions are affected by the pay range change for this class. Gail Glasser said that there are similar titles but they are distinguished by department.

- 4** 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

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

Discussion: Gary Martinelli asked how the new position will fit into the reporting structure of the work area and whether supervisory functions are paid separately. The new position will report to the existing Marketing Specialist 2 position. Susan Paddock asked why the Marketing Specialist 2 title doesn't specifically include "Supervisor". Mike Lipski explained that supervisory work is part of an employee's position and is not paid in smaller

increments. Many City position titles do not include the word "supervisor" even though work includes supervisor responsibilities.

- 5 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 SPECLST 2 SPEC.pdf](#)

A motion was made by Martinelli, 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 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

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

Discussion: Board members asked questions about how the new position level was identified. Mike Lipski found direct comparisons in other Range 10 classes in Compensation Group 18.

- 7 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](#)

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

DISCUSSION

- 8 Discussion on the definition of the different compensation groups in the City's compensation plan.

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

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

Discussion: Mike Lipski presented the purpose of the project to clarify and make some corrections in the assignment of compensation groups. Susan Paddock asked some questions about the number of compensation groups the City has that includes clerical employees. It was explained that the Union has requested it for Library clerical personnel as it affects bumping rights. Eric Hands asked how clarification to the definitions of the compensation groups would affect the Personnel Board. Mike Lipski explained that if the City moves forward, Compensation Group 22 will be eliminated and another (for IATSE employees) will be created. Redefining Compensation Groups 17 and 18 could cause a number of position reallocations. It was asked how many Compensation Group 17 employees there were and how many would be affected. Mike Lipski said there are between 20 and 30 Compensation Group 17 employees and around 10 may be moved to Compensation Group 18 based on either supervisory responsibility or a re-evaluation of whether the position is professional or para-professional. These actions would all go through the Personnel Board.

ADJOURNMENT

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