



# 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 17, 2021

3:30 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 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)  
Meeting ID: 995 5819 9286

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.

Please contact Katarina Klafka in Human Resources at (608) 266-4615, [kklafka@cityofmadison.com](mailto:kklafka@cityofmadison.com).

**CALL TO ORDER / ROLL CALL**

## APPROVAL OF MINUTES

Approve the minutes of the September 22, 2021 meeting of the Personnel Board:  
<http://madison.legistar.com/Calendar.aspx>

## PUBLIC COMMENT

1. [68224](#) Public Comment (11/17/2021 Personnel Board Meeting)

**Attachments:** [Registrant Report 11-17-21 - updated.pdf](#)

## DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

## NEW BUSINESS

2. [68210](#) Delete the classification of Crossing Guard Substitute in CG 17, Range 00 in the hourly salary schedule and the Traffic Engineering operating budget. Create the hourly classification of Substitute Crossing Guard in CG83, Range 00; recreate position #2626 into the new classification, and reallocate incumbents accordingly.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo 11-17-21 Substitute Crossing Guards.pdf](#)

### Legislative History

11/3/21	Human Resources Department Finance Committee (11/22/21), Personnel Board (11/17/21), Common Council (12/7/21)	Referred for Introduction
11/16/21	COMMON COUNCIL Additional referral to Personnel Board (11/17/21)	Referred to the FINANCE COMMITTEE
11/16/21	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

3. [68211](#) Delete the classifications of Litigation Assistant 1 (CG17, R16) and Litigation Assistant 2 (CG18, R7). Create the classification of Paralegal (CG18, R5). Recreate position #2 from a 1.0 FTE Litigation Assistant 1 (CG17, R16), currently occupied by P. Gehler, to a Paralegal (CG18, R5) in the Office of the City Attorney operating budget and reallocate the incumbent to the new position effective December 12, 2021.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Litigation Asst 1.pdf](#)  
[Paralegal 10-2021.pdf](#)

### Legislative History

11/3/21	Human Resources Department Finance Committee (11/22/21), Personnel Board (11/17/21), Common Council (12/7/21)	Referred for Introduction
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11/16/21	COMMON COUNCIL	Referred to the FINANCE COMMITTEE Additional referral to Personnel Board (11/17/21)
11/16/21	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

4. [68212](#) Delete the classification of Parking Asset/GIS Coordinator in CG18, R10, and recreate the classification in CG18, R12 of the salary schedule. Recreate position number #4545 to a Parking Asset/GIS Coordinator in the new compensation group and range; and reallocate incumbent C. Little into the new position effective March 21, 2021 in the Parking Division operating budget.

**Sponsors:** Satya V. Rhodes-Conway

**Attachments:** [PB Memo Parking Asset GIS Coord 11-2021.pdf](#)

**Legislative History**

11/3/21	Human Resources Department	Referred for Introduction Finance Committee (11/22/21), Personnel Board (11/17/21), Common Council (12/7/21)
11/16/21	COMMON COUNCIL	Referred to the FINANCE COMMITTEE Additional referral to Personnel Board (11/17/21)
11/16/21	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

**ADJOURNMENT**