



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

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Wednesday, March 8, 2017

3:30 PM

210 Martin Luther King, Jr. Blvd.  
Room 525(City-County Building)

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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 immediately.

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Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntaub ntawv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Please contact Denise Nettum, Human Resources, 266-4615,  
dnettum@cityofmadison.com

### **CALL TO ORDER / ROLL CALL**

### **APPROVAL OF MINUTES**

Approve the minutes of the February 8, 2017 meeting :  
<http://madison.legistar.com/Calendar.aspx>

### **PUBLIC COMMENT**

Limit to three (3) minutes each person.

### **DISCLOSURES AND RECUSALS**

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

### **NEW BUSINESS**

1. [46325](#) Move incumbent M. Edgren of position #1776 from the classification of Maintenance Worker currently in CG16, R11 to the budgeted level of the position of Maintenance Mechanic 1 in CG16, R13.
- Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo WU Maint Mech 3-2017.pdf](#)  
[Maintenance Worker-PD.pdf](#)  
[Class Spec-Maintenance Mechanic 1-2.pdf](#)  
[Class Spec-Maintenance Worker 7-2015.pdf](#)  
[Org Chart-Water Utility \(Maintenance Worker\).pdf](#)
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 2/28/17 | Human Resources<br>Department<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|
2. [46323](#) Create a new classification of Mayor's Office Administrative Coordinator in CG18, Range 08. Delete the 1.0 FTE position #65 of Program Assistant 2 (CG17, Range 12) in the Mayor's Office budget and recreate it as a 1.0 FTE position of Mayor's Office Administrative Coordinator.
- Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo New Mayor Position 3-2017.pdf](#)  
[PD Mayor's Office Admin Coordinator 2-2017.pdf](#)  
[Mayor's Office Admin Coordinator Class Desc.pdf](#)
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 2/28/17 | Human Resources<br>Department<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|
3. [46341](#) Delete the classification of "Community Services Program Coordinator" in CG18, R12, and create the classification of "Community Development Program Manager" in CG18, R14. Recreate the 1.0 FTE position #111 of "Community Services Program Coordinator," (currently occupied by L. Noel) as a "Community Development Program Manager" in CG18, R14 and reallocate the incumbent to the new position within the Community Development Division budget.
- Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Child Care and Community Svcs CDD 2-2017.pdf](#)  
[Position Description - Laura Noel.pdf](#)  
[CDD org chart 6-21-16.pdf](#)
- Legislative History**
- |         |  |                           |
|---------|--|---------------------------|
| 2/28/17 | Human Resources<br>Department<br>Board of Estimates, Personnel Board | Referred for Introduction |
|---------|--|---------------------------|

4. [46342](#) Recreate the 1.0 FTE position #103 of “Child Care Program Coordinator,” (currently occupied by C. Manning) as a “Community Development Program Manager” in CG18, R14 and reallocate the incumbent to the new position within the Community Development Division budget.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Child Care and Community Svcs CDD 2-2017.pdf](#)

[Position Description -Coral Manning.pdf](#)

[CDD org chart 6-21-16.pdf](#)

**Legislative History**

2/28/17 Human Resources Referred for Introduction  
Department  
Board of Estimates, Personnel Board

5. [46320](#) Recreate a 1.0 FTE Community Services Specialist 2 position (#112, CG18, R08), occupied by M. O’Donnell to a 1.0 FTE Community Development Specialist 4 position, (CG18, R12; class number H037) in the Community Development Division budget and reallocate the incumbent to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Community Services Specialist 2 3-2017.pdf](#)

[Mary O'Donnell PD.pdf](#)

[Community Development Spec 1-4 9-2016.pdf](#)

[CDD 6-21-16.pdf](#)

**Legislative History**

2/28/17 Human Resources Referred for Introduction  
Department  
Board of Estimates, Personnel Board

6. [46322](#) Delete the classification of Housing Administrative Coordinator in CG 18, Range 6. Delete position #1027 of Housing Administrative Coordinator, occupied by L. Daniels, and recreate it as a 1.0 FTE Housing Operations Analyst position (class number H100), in the CDA Housing Operations Division budget and reallocate the incumbent to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo L Daniels Housing 2 2017.pdf](#)

[Lisa Daniels PD.pdf](#)

[CDA 4-8-15.pdf](#)

**Legislative History**

2/28/17 Human Resources Referred for Introduction  
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Board of Estimates, Personnel Board

**ADJOURNMENT**