



Office of the Common Council
Ald. Sheri Carter, Common Council President

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January 4, 2021

By ORDER of the President of the Common Council, Alder Sheri Carter, and pursuant to those powers vested in this position under Section 33.01(4)(a) of the Madison General Ordinances, has hereby created a work group (“committee”) of the City of Madison entitled the “President’s Work Group to Review and Revise the Chief of Staff Position Description”.

The purpose of the Work Group is as follows: The Common Council will be recruiting and hiring a new Chief of Staff. The Work Group is directed to review the Position Description for the Chief of Staff position, consult with Human Resources Department staff, and make any recommendations regarding revisions to the Position Description. The Work Group shall submit its report to the CCEC by February 23, 2021.

If additional time is needed to meet its goals, an extension of this order by the Council President may be sought by the Work Group.

The Work Group shall consist of the following four members, appointed by the Council President:

1. Ald. Barbara Harrington-McKinney
2. Ald. Shiva Bidar
3. Ald. Arvina Martin
4. Council Vice-President Syed Abbas

The Work Group shall be staffed by Human Resources Department staff.