



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

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Wednesday, February 4, 2009

12:00 PM

210 Martin Luther King Jr. Blvd.  
Room 525 - Information Technology

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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 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.*

*Contact Ann Engler in Human Resources at 266-4615 or TTY/Textnet at 866-704-2340.*

A quorum of Common Council members may be present at this meeting.

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

*Minutes of the December 3, 2008 meeting. (January 7, 2009 meeting was cancelled)*

### PUBLIC COMMENT

*Limited to 3 minutes each person.*

1. [13390](#) Reclassifying two positions in Planning Unit Budget (#4032, Planner 1, and #635, Planner 2), to Planner 2 and Planner 3 positions and reallocating incumbents to the new classes.  
**Attachments:** [Planner 1 and 2 Planning Unit Memo.pdf](#)  
[Planner 1 and 2 Class Spec.pdf](#)
2. [13389](#) Reclassifying the position of Secretary 1 in the Planning Unit Budget (#634) as a Program Assistant 1 and reallocating the incumbent to the new class.

**Attachments:** [Secretary 1 Planning Unit Memo.pdf](#)  
[Secretary 1 Class Spec.pdf](#)

3. [13388](#)      Reclassification of a Program Assistant 1 position at Water Utility to a Secretary 1 upon retirement of the incumbent.

**Attachments:** [Water Utility Program Asst 1 Memo.pdf](#)  
[Program Asst 1 Position Desc.pdf](#)  
[Program Asst 1 Class Desc.pdf](#)  
[Secretary 1 Class Desc.pdf](#)

4. [13420](#)      Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of Public Health Administrative Services Manager in Compensation Group 18, Range 11, and recreating said classification in Compensation Group 18, Range 12, thereof.

### Discussion Items

5. [12891](#)      Discussion on the definition of the different compensation groups in the City's compensation plan.

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

6. [13378](#)      Introduction to the New Personnel Rules

**Attachments:** [Personnel Rules.pdf](#)

### ADJOURNMENT