



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PERSONNEL BOARD

Wednesday, February 4, 2009

12:00 PM

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

Others present: Brad Wirtz, Michael Lipski, Gail Glasser, Meg Zopelis, Brad Murphy, Bill Fruhling, Kelli Lamberty, Christie Hill, Cindy Wick

CALL TO ORDER / ROLL CALL

Present: 5 -

Gary V. Martinelli; Susan C. Paddock; Marcia J. Jezwinski; Susan M. Vilbrandt and Eric D. Hands

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

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.

Sponsors: David J. Cieslewicz

Attachments: [Planner 1 and 2 Planning Unit Memo.pdf](#)
[Planner 1 and 2 Class Spec.pdf](#)

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

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.

Sponsors: David J. Cieslewicz

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

Marcia Jezwinski asked about the difference between Program Assistant and Secretary positions; Mike Lipski described the program responsibility component.

Gary Martinelli asked whether the position had previously been misclassified. Brad Murphy said that the work had been added to the duties of the position.

Eric Hands asked about the size of the division. Brad Murphy described 29 FTEs with two support positions, an Administrative Clerk in addition to the Secretary 1 position.

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

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

Sponsors: David J. Cieslewicz

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](#)

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

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.

Sponsors: David J. Cieslewicz

No action was required following Madison City Council acceptance under Suspension of Rules February 3, 2009.

Discussion Items

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

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

Compensation group 22 will be eliminated. A new compensation group (CG) will be needed for Stagehands. CG 43 has only two employees. Regarding CGs 17 and 18, both provide for supervisory employees. A change is proposed to incorporate CG 17 positions in CG 18 when they are supervisory. The intention is that the change would not necessarily result in a pay increase but would be

a lateral move. While higher-level CG 17 classes' pay is consistent with the CG 18 ranges, a new Range 1 would be created. A Program Assistant Supervisor class would be created to describe the existing higher Program Assistant series positions which have supervisory responsibility

Eric Hands asked whether employees would be reallocated; Mike Lipski said yes. Marcia Jezwinski asked whether the Program Assistant series was an automatic progression; Mike said no.

6. [13378](#) New Personnel Rules - Chapters 1-5

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

Mike Lipski said the purpose of the new rules is to give greater transparency for processes, not to introduce new processes. The new document includes previous provisions from the 1970 edition and incorporates existing Ordinances, policies and procedures. The rules will be brought to the Board over the coming meetings and, following discussion, to the City Council. Gary Martinelli asked whether there were any particular issues for the Board to focus on; Mike Lipski said the processes in Chapter 4 are presented to offer greater transparency and Chapter 5 may be more familiar to people. Susan Paddock asked whether there were significant changes in, for example, the Layoff and Recall chapter (chapter 8). Mike Lipski and Brad Wirtz said the chapter was taken from the Ordinances.

Eric Hands asked about changes in terms; Mike Lipski and Brad Wirtz referred to expanded Glossary entries. Discussion about how the Board could identify items of interest resulted in concurrence that the Board would take up sections as suggested over coming meetings. Gary Martinelli suggested starting in the time available at this meeting, and the Board agreed.

Marcia Jezwinski asked for clarification about underfill, doublefill, and overfill. Brad Wirtz explained and described the rare situation when a position might be overfilled.

Gary Martinelli asked about a Chapter 2, Board Appointment and Term, provision for election of a Vice-Chair, and suggested that the Board functions well without formal election of that post. An error in paragraph E, Quorum, was identified.

IIIB. Susan Paddock asked why Stagehands have their own category of positions. Brad Wirtz explained that while their employment is Hourly, there are more benefits provided for Stagehand positions.

III.C.5 and 6. Marcia Jezwinski asked for clarification of Provisional and Acting appointments, and Susan Paddock asked when a Provisional appointment might be made. Brad Wirtz described the use of a Provisional appointment during the interval while recruitment for a department head is done, and Acting appointment is often used when an employee requires a medical leave of absence.

Sue Vilbrandt asked about the exceptions section and where the language came from. Brad Wirtz said he thought it came from either the existing

Personnel Rules or the Ordinances. Mr. Wirtz said he would get back to the Board on that issue.

Cindy Wick said that limited term appointments may give a department a method for avoiding civil service selection procedures. Gary Martinelli asked whether it is often the case that an LTE gets the related full-time position. Brad Wirtz said the category would not be used when a position is vacant. Susan Paddock suggested adding a section about selection detailing how non-standard hiring is done.

Gary Martinelli asked how often provisional appointees get the related full-time position. Brad Wirtz said he couldn't think of an instance when a provisional appointee got the job. Provisions in the new rules for six-month review by the Board and Council were developed to limit long-term appointments; 95% of jobs are filled through a competitive process.

Mike Lipski said he'll identify Chapters 1-5 for the March meeting agenda even though some items were discussed today.

ADJOURNMENT

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