



# 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, September 2, 2020

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. Public Registration: You can register your support or opposition to an agenda item at <https://www.cityofmadison.com/MeetingRegistration>. If you wish to speak at the virtual meeting on an agenda item, you must register. When you register, you will be sent an email with the information you will need to join the virtual meeting.
3. Listen to the Meeting: You can call-in to the Personnel Board meeting:
  - Listen to audio via phone:  
(877) 853-5257 (Toll Free)  
Meeting ID: 951 1367 3897
4. If you would like to join the meeting as an observer, please fill out information at <https://www.cityofmadison.com/clerk/meeting-schedule/watch-meetings-online>.

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.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

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 Brooke Gillitzer in Human Resources at 608-266-4615, [bgillitzer@cityofmadison.com](mailto:bgillitzer@cityofmadison.com).

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Approve the minutes of the July 22, 2020 meeting of the Personnel Board:  
<http://madison.legistar.com/Calendar.aspx>

### PUBLIC COMMENT

1. [61916](#) Public Comment (9/2/20 Personnel Board Meeting)  
[Legislative History](#)

8/25/20 PERSONNEL BOARD Refer to the PERSONNEL BOARD

## DISCLOSURES AND RECUSALS

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

## NEW BUSINESS

2. [61888](#) Recreate the 1.0 FTE position #2155 of Administrative Clerk 1 (CG20, R9), currently occupied by H. Dewsnap, as Program Assistant 1 (CG20, R11) in the Fire Department budget and reallocate the incumbent to the new position.
 

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

**Attachments:** [PB Memo Admin Clerk MFD.pdf](#)  
[PD Admin Clerk MFD.pdf](#)

**Legislative History**

8/24/20	Human Resources Department	Referred for Introduction
Finance Committee (September 8, 2020), Personnel Board (September 2, 2020), Common Council (September 15, 2020)		
  
3. [61890](#) Delete the classification of Pedestrian Bicycle Safety Assistant in CG20, R10, and create a new classification of Pedestrian Bicycle Outreach Specialist in CG18, R4. Recreate vacant 1.0 FTE position number #1219 of Pedestrian Bicycle Safety Assistant to a Pedestrian Bicycle Outreach Specialist in the Traffic Engineering operating budget.
 

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

**Attachments:** [PB Memo Pedestrian Bicycle Outreach Specialist 9-2020.pdf](#)

**Legislative History**

8/24/20	Human Resources Department	Referred for Introduction
Finance Committee (September 8, 2020), Personnel Board (September 2, 2020), Common Council (September 15, 2020).		
  
4. [61891](#) Create a new hourly classification of High School Intern to be placed in the salary schedule of Compensation Group 20, Range 00 with a pay range of \$14.10 per hour.
 

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

**Attachments:** [PB Memo High School Intern Hourly 9-2020.pdf](#)

**Legislative History**

8/24/20	Human Resources Department	Referred for Introduction
Finance Committee (September 8, 2020), Personnel Board (September 2, 2020), Common Council (September 15, 2020).		
  
5. [61894](#) Create a new classification of Equity and Social Justice Manager in CG 18, R15, and recreate vacant position #4552 of Equity Coordinator (CG 18, R10)

into an Equity and Social Justice Manager within the Department of Civil Rights operating budget.

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

**Attachments:** [PB Memo Equity and Social Justice Manager 9-2020.pdf](#)

[PD Equity Manager 8-11-2020 FINAL \(002\).pdf](#)

[DCROrgChart2020\\_.pdf](#)

[2020.8.18 ProposedDCROrgChart.pdf](#)

**Legislative History**

8/24/20 Human Resources Referred for Introduction  
Department  
Finance Committee (September 8, 2020), Personnel Board (September 2, 2020), Common Council (September 15, 2020).

6. [61895](#) Amending the 2020 Adopted Operating Budget to transfer \$57,500 from the Mayor's Office to the Department of Civil Rights to reflect recreating position #4391, Neighborhood Resource Coordinator (CG 18, R10) into the Equity Coordinator classification in the same CG and Range and reallocate incumbent T. Saqqaf to the new position.

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

**Attachments:** [PB Memo Equity and Social Justice Manager 9-2020.pdf](#)

[2020.8.11 Equity Coordinator FINAL PD.pdf](#)

[DCROrgChart2020\\_.pdf](#)

[2020.8.18 ProposedDCROrgChart.pdf](#)

**Legislative History**

8/24/20 Human Resources Referred for Introduction  
Department  
Finance Committee (September 8, 2020), Personnel Board (September 2, 2020), Common Council (September 15, 2020).

**ADJOURNMENT**