



City of Madison

City of Madison
Madison, WI 53703
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?*

Thursday, January 15, 2026

2:30 PM

Virtual (Zoom)

The City of Madison is holding the Personnel Board meeting virtually in 2025.

Written Comments: You can send comments on agenda items to personnelboard@cityofmadison.com.

Register for Public Comment:

- Register to speak at the meeting
- Register to answer questions
- Register in support or opposition of an agenda item (without speaking)

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

Watch the Meeting: If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/watchmeetings>.

Listen by Phone: (877) 853-5257 (Toll Free) Webinar ID: 848 1799 5801

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.

For accommodations, contact: Juan Ortiz in Human Resources at (608) 266-4615, jortiz@cityofmadison.com.

Call to Order/Roll Call

Approval of Minutes

Approve the minutes of the 11/19/25 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

Public Comment

1. [91388](#) Public Comment (1/15/26 Personnel Board Meeting)

Disclosures and Recusals

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

New Business

2. [91400](#) Delete the classification of Fire Administrative Services Manager from CG18, R12 in the salary schedule and recreate the classification in CG18, R14. Recreate position #2152 as Fire Administrative Services Manager (CG18, R14) and reallocate the employee.
Sponsors: Director of Human Resources
Attachments: [PB Memo MFD Admin Services Manager.pdf](#)
[NEW Position Description Fire Admin Services Manager 2025.pdf](#)
Legislative History

1/5/26	Human Resources Department	Referred for Introduction
	Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
	Additional referral to Personnel Board.	
1/13/26	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
3. [91350](#) Recreate the classification of Library Maintenance Coordinator in CG 15, Range 11; delete the 1.0 FTE position #4092 of Maintenance Mechanic 2 - Local 236 and recreate it as Library Maintenance Coordinator.
Sponsors: Director of Human Resources
Attachments: [PB Memo Library Maintenance Coordinator Final.pdf](#)
Legislative History

12/22/25	Human Resources Department	Referred for Introduction
	Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)	
1/13/26	COMMON COUNCIL	Refer to the FINANCE COMMITTEE
	Additional referral to Personnel Board.	
1/13/26	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
4. [91404](#) Delete the classification of Librarian 3 in CG18, Range 8. Create the classifications of Library Supervisor 1, 2, and 3, in CG18, Ranges 8, 9 and 10, respectively. Recreate Librarian 3 position #5171 as a Library Supervisor 1. Recreate Librarian 3 positions #3403, 3702, 4003 and 4292 as Library Supervisor 2. Recreate Librarian 3 positions #485 and 4177 as Library

Supervisor 3. Recreate Librarian Supervisor positions #449 and 4293 as Library Supervisor 3, and reallocate all employees to the new positions.

Sponsors: Director of Human Resources

Attachments: [PB Memo Librarian 3.pdf](#)
[Library Supervisor 1-3 10-2025.pdf](#)

Legislative History

1/6/26	Human Resources Department Finance Committee (1/20/26), Personnel Board (1/15/26), Common Council (1/27/26)	Referred for Introduction
1/13/26	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/13/26	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

Discussion Items

5. [83647](#) Personnel Board Report on position studies approved through authorized administrative actions.

Attachments: [2025 PB November December Report Mtg.pdf](#)

Legislative History

5/28/24	Human Resources Department	Refer to the PERSONNEL BOARD
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6. [84338](#) Compensation Study update.

Legislative History

7/8/24	Human Resources Department	Refer to the PERSONNEL BOARD
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Adjournment