



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, May 6, 2009

12:00 PM

210 Martin Luther King, Jr. Blvd.
Room 525 (City-County Building)

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.

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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 hnub 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.

Please contact Ann Engler in Human Resources at 608-266-4615; TTY/Texnet 866-704-2340.

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

*Minutes of the March 4, 2009 meeting (April 1, 2009 meeting canceled):
<http://legistar.cityofmadison.com/calendar/#current>*

PUBLIC COMMENT

NEW BUSINESS

1. [14550](#) Deletion of one Clerk Typist and one confidential Secretary 1 position and creation of two Administrative Clerk 1 positions (one confidential) within the Human Resources Budget.

Sponsors: David J. Cieslewicz

Attachments: [ClerkTypistHRMemo.pdf](#)

[HRJobDescripA.pdf](#)

[HRJobDescripB.pdf](#)

Legislative History

- 4/27/09 Human Resources Referred for Introduction
Department
Board of Estimates, Personnel Board
2. [14563](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the Community Development Grants Administrator series and recreating said classifications as the Grants Administrator series.
Sponsors: David J. Cieslewicz
Legislative History
- 4/28/09 Attorney's Office/Approval Referred for Introduction
Group
Personnel Board, Board of Estimates
3. [14523](#) Recreation of the Community Development Grants Administrator series as the Grants Administrator series and reallocation of the incumbents to the new series.
Sponsors: David J. Cieslewicz
Attachments: [Community Dev Grants Admin Memo.pdf](#)
[GrantsAdm1-4 Class Desc.pdf](#)
Legislative History
- 4/27/09 Human Resources Referred for Introduction
Department
Board of Estimates, Personnel Board
4. [14524](#) Creation of a new Grants Administrator 1-LTE position in the Police Department budget.
Sponsors: David J. Cieslewicz
Attachments: [Grants Admin Memo.pdf](#)
[Grant Admin 1 Position Desc.pdf](#)
[GrantsAdm1-4 Class Desc.pdf](#)
Legislative History
- 4/27/09 Human Resources Referred for Introduction
Department
Board of Estimates, Personnel Board
5. [14166](#) Creation of an additional position of Community Development Project Manager within the Department of Planning & Community & Economic Development.
Sponsors: David J. Cieslewicz
Attachments: [CDA Redevelopment Mgr Memo.pdf](#)
[CommDevProjMgr.pdf](#)
Legislative History
- 3/24/09 Human Resources Referred for Introduction
Department
Board of Estimates, Personnel Board
- 3/31/09 COMMON COUNCIL Referred to the BOARD OF ESTIMATES
Additional Referral(s): Personnel Board

3/31/09 BOARD OF ESTIMATES Refer to the PERSONNEL BOARD

6. [14162](#)

Amending Sections 3.54(1)(f) and 3.54(1)(b) of the Madison General Ordinances by deleting the classification of Crossing Guard Supervisor in Compensation Group 17, Range 13, and recreating said classification in Compensation Group 18, Range 01, thereof.

Sponsors: David J. Cieslewicz

Legislative History

3/24/09 Attorney's Office/Approval Referred for Introduction
Group
Personnel Board, Board of Estimates

3/31/09 COMMON COUNCIL Referred to the PERSONNEL BOARD
Additional Referral(s): Board of Estimates

3/31/09 PERSONNEL BOARD Refer to the BOARD OF ESTIMATES

7. [14143](#)

Recreation of the Crossing Guard Supervisor classification in Compensation Group 18-01 and adjustment of the FTE associated to each position.

Sponsors: David J. Cieslewicz

Attachments: [Crossing Guard Sup Memo.pdf](#)

[Crossing Guard Sup Class Desc.pdf](#)

Legislative History

3/23/09 Human Resources Referred for Introduction
Department
Board of Estimates, Personnel Board

3/31/09 COMMON COUNCIL Referred to the BOARD OF ESTIMATES
Additional Referral(s): Personnel Board

3/31/09 BOARD OF ESTIMATES Refer to the PERSONNEL BOARD

8. [14157](#)

Amending Section 3.54(2)(a) of the Madison General Ordinances by creating the hourly classification of Engineer and deleting the hourly classification of Civil Engineer within Compensation Group 17.

Sponsors: David J. Cieslewicz

Legislative History

3/24/09 Attorney's Office/Approval Referred for Introduction
Group
Personnel Board, Board of Estimates

3/31/09 COMMON COUNCIL Referred to the PERSONNEL BOARD
Additional Referral(s): Board of Estimates

3/31/09 PERSONNEL BOARD Refer to the BOARD OF ESTIMATES

9. [14151](#) Creation of the the hourly classification of Engineer and deletion of the hourly classification of Civil Engineer within compensation group 17.
- Sponsors:** David J. Cieslewicz
Attachments: [Engineer \(Hrly\) Memo.pdf](#)
[Engineer \(Hrly\) Class Desc.pdf](#)
- Legislative History**
- | | | |
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| 3/23/09 | Human Resources
Department
Board of Estimates, Personnel Board | Referred for Introduction |
| 3/31/09 | COMMON COUNCIL
Additional Referral(s): Personnel Board | Referred to the BOARD OF ESTIMATES |
| 3/31/09 | BOARD OF ESTIMATES | Refer to the PERSONNEL BOARD |
10. [14160](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of Labor Relations Analyst 1 in Compensation Group 18, Range 06.
- Sponsors:** David J. Cieslewicz
Legislative History
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| 3/24/09 | Attorney's Office/Approval
Group
Personnel Board, Board of Estimates | Referred for Introduction |
| 3/31/09 | COMMON COUNCIL
Additional Referral(s): Board of Estimates | Referred to the PERSONNEL BOARD |
| 3/31/09 | PERSONNEL BOARD | Refer to the BOARD OF ESTIMATES |
11. [14161](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the Personnel Analyst series and recreating said classifications as the Human Resources Analyst series.
- Sponsors:** David J. Cieslewicz
Legislative History
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| 3/24/09 | Attorney's Office/Approval
Group
Personnel Board, Board of Estimates | Referred for Introduction |
| 3/31/09 | COMMON COUNCIL
Additional Referral(s): Board of Estimates | Referred to the PERSONNEL BOARD |
| 3/31/09 | PERSONNEL BOARD | Refer to the BOARD OF ESTIMATES |
12. [14153](#) Recreating the Personnel Analyst series as the Human Resources Analyst series and reallocation of the incumbents to this new series.
- Sponsors:** David J. Cieslewicz
Attachments: [HR Analyst Memo.pdf](#)
[HR Analyst Class Desc.pdf](#)
[HR Analyst Position Desc.pdf](#)

Legislative History

3/23/09	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
3/31/09	COMMON COUNCIL Additional Referral(s): Personnel Board	Referred to the BOARD OF ESTIMATES
3/31/09	BOARD OF ESTIMATES	Refer to the PERSONNEL BOARD

13. [14154](#) Creation of a new position of Human Resources Analyst 2 within Human Resources.

Sponsors: David J. Cieslewicz
Attachments: [HR Analyst Memo.pdf](#)
[HR Analyst Position Desc.pdf](#)
[HR Analyst Class Desc.pdf](#)

Legislative History

3/23/09	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
3/31/09	COMMON COUNCIL Additional Referral(s): Personnel Board	Referred to the BOARD OF ESTIMATES
3/31/09	BOARD OF ESTIMATES	Refer to the PERSONNEL BOARD

14. [14561](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of "Parks Administrative Services Manager" in Compensation Group 18, Range 10 and creating the classification of "Parks Financial and Administrative Manager" in Compensation Group 18, Range 12, thereof.

Sponsors: David J. Cieslewicz

Legislative History

4/28/09	Attorney's Office/Approval Group Personnel Board, Board of Estimates	Referred for Introduction
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15. [14520](#) Retitling the Parks Administrative Services Manager classification to Parks Financial and Administrative Manager, moving the new classification from CG 18, Range 10 to CG 18, Range 12, and reallocating the currently vacant position to the new pay range.

Sponsors: David J. Cieslewicz
Attachments: [Parks Admin Services Mgr Memo.pdf](#)
[Parks Admin Services Mgr Position Desc.pdf](#)
[Parks Financial and Admin Mgr Class Desc.pdf](#)

Legislative History

4/24/09	Human Resources Department Board of Estimates	Referred for Introduction
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16. [14136](#) Deletion of the classification of Traffic Count Worker and creating a new position of Traffic Signal Maintenance Worker within Traffic Engineering.
- Sponsors:** David J. Cieslewicz
Attachments: [Traffic Count Worker Memo.pdf](#)
[Traffic Signal Maint Worker Class Desc.pdf](#)
- Legislative History**
- | | | |
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| 3/23/09 | Human Resources
Department
Board of Estimates, Personnel Board | Referred for Introduction |
| 3/31/09 | COMMON COUNCIL
Additional Referral(s): Personnel Board | Referred to the BOARD OF ESTIMATES |
| 3/31/09 | BOARD OF ESTIMATES | Refer to the PERSONNEL BOARD |
17. [14562](#) Amending Section 3.54(1)(p) of the Madison General Ordinances by deleting the classification of "Assistant Transit Scheduler" in Compensation Group 44, Range 07 and creating the classification of "Transit Assistant Schedule Planner" in Compensation Group 44, Range 07, thereof.
- Sponsors:** David J. Cieslewicz
Legislative History
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| 4/28/09 | Attorney's Office/Approval
Group
Personnel Board, Board of Estimates | Referred for Introduction |
|---------|--|---------------------------|
18. [14522](#) Deletion of the classification Transit Scheduling and Data Assistant and creation of a new position of Transit Assistant Schedule Planner in Madison Metro Transit.
- Sponsors:** David J. Cieslewicz
Attachments: [Transit Scheduling and Data Asst Memo.pdf](#)
[Transit Asst Schedule Planner .pdf](#)
- Legislative History**
- | | | |
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| 4/27/09 | Human Resources
Department
Board of Estimates, Personnel Board | Referred for Introduction |
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19. [13992](#) Amending Secs. 3.32(6)(b)1., 3.32(6)(e)1., 3.32(6)(e)2., and 3.38(1)(b)3.a. of the Madison General Ordinances to modify existing sick leave eligibility, earning and accumulation provisions to make sick leave benefits available to more employees.
- Sponsors:** Julia S. Kerr, Lauren Cnare and Michael E. Verveer
Attachments: [Summary memo.pdf](#)
- Legislative History**
- | | | |
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| 3/11/09 | Attorney's Office/Approval
Group
Personnel Board, Board of Estimates, Common Council Organizational Committee | Referred for Introduction |
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3/31/09	COMMON COUNCIL Additional Referral(s): Board of Estimates, Common Council Organizational Committee	Referred to the PERSONNEL BOARD
3/31/09	PERSONNEL BOARD	Refer to the BOARD OF ESTIMATES
3/31/09	PERSONNEL BOARD	Refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE

DISCUSSION ITEM

20. [13378](#) New Personnel Rules - Entire Document
Attachments: [Personnel Rules with updates.pdf](#)

Legislative History

1/22/09	Human Resources Department	Refer to the PERSONNEL BOARD
3/4/09	PERSONNEL BOARD	Discuss and continue

ADJOURNMENT