



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes PERSONNEL BOARD

Wednesday, May 6, 2009

12:00 PM

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

CALL TO ORDER / ROLL CALL

Others present: Lynn Christoph, Colin Conn, Sue DeBolt, Gail Glasser, Chuck Kamp, Lori Kief, Kelli Lamberty, Sylvia Moss, Brad Wirtz

APPROVAL OF MINUTES

The March minutes could not be acted on because one member present had not attended the meeting.

PUBLIC COMMENT

NEW BUSINESS

1. 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.

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

Discussion: S. Vilbrandt asked whether the result of the reclassifications would be layoff if one employee currently in the Clerk Typist class is not selected for one of the new Administrative Clerk positions. B. Wirtz answered that situation could occur if an incumbent were not selected. The two new positions will be announced in the narrowest way possible--the confidential position only to Human Resources and the represented position to all of Local 60.

2. 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.

A motion was made by Paddock, seconded by Martinelli, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Discussion: B. Wirtz described the City's Grants Administrator class as having been required only in the Community Development Division. Other agencies now require that work, so the specific agency designation can be deleted with no change to existing positions and the less-specific description proved for the series. In addition, an LTE position in the new Grants Administrator 1 class is required for the administration of federal stimulus money for the Police

Department.

3. Recreation of the Community Development Grants Administrator series as the Grants Administrator series and reallocation of the incumbents to the new series.
- A motion was made by Paddock, 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. Creation of a new Grants Administrator 1-LTE position in the Police Department budget.
- A motion was made by Paddock, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
- Discussion: S. Villbrandt asked whether creating a new LTE position requires Board approval; the answer is yes. Paddock asked how long an LTE appointment could last; B. Wirtz said policy provides for a four year limit.**
5. Creation of an additional position of Community Development Project Manager within the Department of Planning & Community & Economic Development.
- A motion was made by Paddock, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
- Discussion: The agency requested a new position in the 2009 budget. Described responsibilities for redevelopment projects are consistent with the existing class; a working title may more specifically describe the area of responsibility. S. Vilbrandt asked whether there are other people in the class (currently one) and what projects are managed. B. Wirtz cited the Villager Mall as an example.**
6. 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.
- A motion was made by Martinelli, seconded by Paddock, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
7. Recreation of the Crossing Guard Supervisor classification in Compensation Group 18-01 and adjustment of the FTE associated to each position.
- A motion was made by Martinelli, seconded by Paddock, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
- Discussion: G. Glasser described elements of the study and the recommendation for placement in the newly created Range 1 of Compensation Group (CG) 18. S. Paddock asked whether CG 17 will have no supervisors; B. Wirtz said that classes remaining in CG 17 will have limited supervisory responsibility and CG 18 positions moved from CG 17 will have primary supervisory responsibility.**
8. 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.

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

9. Creation of the the hourly classification of Engineer and deletion of the hourly classification of Civil Engineer within Compensation Group 17.

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

Discussion: B. Wirtz described the change from Civil Engineer (Hourly) to Engineer (Hourly) as similar to the Grants Administrator classification title change, allowing environmental or mechanical engineer recruitment in the more general class. G. Martinelli pointed out that the specification provided still refers to civil engineering credentials. S. Vilbrandt asked whether all engineers in the City are civil engineers or if other classes have the title; B. Wirtz described the Engineer 1-4 series emphasizing civil engineering.

10. 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.

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

11. 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.

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

12. Recreating the Personnel Analyst series as the Human Resources Analyst series and reallocation of the incumbents to this new series.

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

Discussion: B. Wirtz described the June retirement of a Personnel Analyst as an opportunity to reorganize to provide continuity of services for City departments across Human Resources work areas/sections (classification/compensation/benefits and employment). Analysts will have a combination of current section responsibilities in both areas and will also perform some lower-level labor relations work (hearing step 1 grievances).

13. Creation of a new position of Human Resources Analyst 2 within Human Resources.

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

Discussion: L. Kief asked who had studied the Human Resources Department

positions, whether a non-City consultant had done the studies. B. Wirtz said the study had been internal. S. Paddock asked whether the positions under review were currently filled. B. Wirtz said there are incumbents; there will be internal competition for the new Human Resources Analyst 2 position. G. Martinelli said the description for the Human Resources Analyst 3 focuses on classification, compensation, and labor relations functions without much emphasis on staffing. B. Wirtz said the employee will need to be fully competent and able to perform all the work of the Human Resources Analyst 2. If that reference is not included in the class specification it will need to be added.

14. 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.

A motion was made by Martinelli, seconded by Paddock, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Discussion: B. Wirtz described review of a Parks position following the retirement of an incumbent. Duties not included in the Range 10 Parks Administrative Services Manager class, including specific finance and accounting work and responsibilities for enterprise operations of the agency (Goodman Pool, golf courses) have been added.

S. Paddock called attention to the blending of payroll and other personnel responsibilities that don't appear in the training and experience requirement. B. Wirtz said the position will supervise payroll while the Parks Director has human resources responsibilities; the position isn't identified as an HR professional position. S. Paddock asked who is going to do administration, and said she's concerned about administrative functions in combination with accounting. G. Martinelli moved approval. S. Paddock said she couldn't vote to approve the change because of her concerns about how the position is titled and how recruitment might be done. She says the position's significant relationship with the community should be recognized. S. Vilbrandt asked whether there was anything that would preclude adding to the stated qualifications to address these concerns; B. Wirtz said the Parks Director's concerns include those expressed and he's confident they'll be addressed in the hiring process.

15. 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.

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

16. Deletion of the classification of Traffic Count Worker and creating a new position of Traffic Signal Maintenance Worker within Traffic Engineering.

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

Discussion: L. Christoph described the change of duties over time and the availability of automated equipment so that the traffic signal maintenance requirements now more correctly described the position.

17. 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.

A motion was made by Martinelli, seconded by Paddock, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Discussion: G. Glasser noted that there is an error in the title--it should read "deleting the position" rather than "deleting the classification."

18. Deletion of the classification Transit Scheduling and Data Assistant and creation of a new position of Transit Assistant Schedule Planner in Madison Metro Transit.

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

Discussion: G. Glasser noted that there is an error in the title--it should read "deleting the position" rather than "deleting the classification."

C. Kamp cited a consultant's management performance audit recently completed that emphasized the importance of succession planning for scheduling work of Madison Metro; this change is directly related to Metro's planning in this area.

19. 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.

A motion was made by Paddock, seconded by Martinelli, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Discussion: B. Wirtz was asked how many hourly employees work full-time; he described the less-than-full-time provisions of Local 60 and Local 236 bargaining agreements.

DISCUSSION ITEM

20. New Personnel Rules - Entire Document

Discussion of the draft Personnel Rules was deferred to the next meeting. K. Lamberty, representing MPSEA, furnished a statement from the group in response to the Rules draft, and said there may be more comments for the June meeting.

ADJOURNMENT

This meeting was adjourned at 1:13 p.m.