



City of Madison

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

Wednesday, June 3, 2009

12:00 PM

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

CALL TO ORDER / ROLL CALL

Others present: Rich Beadles, Dick Grasmick, Steven Doniger, Kelli Lamberty, Lorie Olsen, Larry O'Brien, Mike Lipski, Gail Glasser

Present: 5 -

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

APPROVAL OF MINUTES

PUBLIC COMMENT

NEW BUSINESS

1. [14845](#) Recreating the Program Assistant 2 position in Information Technology as an Administrative Assistant and reallocating the incumbent to the new 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: Jezwinski asked about use of the term "project management" in the position description for the proposed Administrative Assistant in the Information Technology Department, noting specific meaning in the context of IT that might not be intended. M. Lipski and Information Technology Director D. Grasmick agreed that the wording could instead be "program support." Motion passed.

2. [14855](#) Recreation of the vacant half-time position of Planning Systems Improvement Analyst (18-07) as a half-time Planning GIS Specialist (18-07) within the Department of Planning & Community & Economic Development.

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

Discussion: Jezwinski asked whether the proposed position will be half-time, as the current budgeted position is: M. Lipski say yes. Motion passed.

3. [14900](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of "Warner Park Facility Manager" in Compensation Group 18, Range 10 and creating the classification of "Parks Facilities Manager" in Compensation Group 18, Range 11, thereof.

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

Discussion: Jezwinski asked whether the 5% identified for duties of the new position "Coordinate and Manage 501 Group" might increase and result in future reevaluation. Parks Community Services Manager S. Doniger said he anticipates there will be growth. Jezwinski asked whether supervising "hundreds" of volunteer staff still kept the percent of work within 5%. M. Lipski said that discussion in accompanying memo discussed the difference between the Botanical Center Director and that position's role in overseeing a 501 group and the one the instant position is responsible for. Lipski explained that if responsibilities of the instant position change such that the function is more in line with the Botanical Center Director, there will be a possibility for future reevaluation. Motion passed.

Motion was also seconded by Vilbrandt

4. [14865](#) Retitling the "Warner Park Facility Manager" classification to "Parks Facilities Manager," moving the new classification from CG18 Range 10 to CG 18, Range 11, and reallocating the incumbent to the new classification and pay range.

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

DISCUSSION ITEM

5. [13378](#) New Personnel Rules - Entire Document

Discussion Item: New Personnel rules. M. Lipski referred to previous discussion and recommendations; the current draft shows changes that were requested. He called attention to a memo from the Madison Professional and Supervisory Employees Association (MPSEA) directed to the Personnel Board. Kelli Lamberty representing MPSEA raised comments: She suggested that the wording "a merit system" used in the draft is inappropriate since the City has a civil service system and can't award people for merit. Jezwinski asked whether the question was because the system doesn't provide for an opportunity to adjust pay. M. Lipski said that the wording is used to describe personal merit of applicant and decisions made with regard to the merits of candidates, not a merit pay system.

Lamberty said that MPSEA asks that when positions are filled without competition a limited time frame be identified. M. Lipski asked whether the sections at issue began on page 3; Lamberty said yes. Lipski directed attention to specific provisions for the limited term, emergency and provisional appointments; those that don't follow regular selection procedures specify conditions or term--for limited term, only during a leave of absence of a permanent employee; for emergency appointment, 30 business days; for provisional appointment, six months while a position is being studied or recruited for.

Lamberty asked whether there will be an opportunity for employee training and asking questions when the new Rules are implemented. Lipski said they will be posted, that they are an extension of current Human Resources practices and HR will answer any question about them; otherwise the Supervisor Academy is the way training for policies is provided.

Lamberty asked whether it would be possible for MPSEA to make suggestions for what should be included in Supervisor Academy training. Lipski said that MPSEA was currently working with Karl Van Lith regarding training requests and she could bring it up with him. She asked whether references to Ordinances will be provided; the answer is no.

Vilbrandt asked whether the Rules will become Ordinances or whether Ordinances will be repealed by adoption of the rules. Larry O'Brien said that the Board can make recommendations to the Council; the purpose of the Rules is to fill in where Ordinances are by their nature broad in scope. He compared the Personnel rules to the State of Wisconsin Administrative Code, and said the Rules become operational guidelines but don't replace the Ordinances. The rules will be adopted by Resolution, which cannot replace Ordinances.

Lipski said that where differences occur HR will request Ordinance changes (for example, provisions about Emergency appointments) to ensure consistency.

Lamberty asked about use of "calendar days" and "business days" and asked for standardization. Martinelli and Paddock echoed the value of consistency. Larry O'Brien said there is a standard practice of advancing to the next business day if a "calendar day" provision results in a Saturday, Sunday or holiday end day. Lipski pointed out recent Board approval of a provision specifying business days. Paddock asked whether Ordinances define what a

calendar day is; O'Brien said there are statutory references.

Lamberty referred to the rules section on demotions (page 23), asking about reasons for the lack of a probation or trial period for voluntary or involuntary demotions. Lorie Olsen said such demotions are usually within an agency and involving a permanent employee. Lamberty asked whether such a demotion would normally be initiated by the department. Olsen said the action could be initiated by an employee; an involuntary demotion would be initiated by the department based on performance or discipline.

Paddock asked whether the provisions would also apply to layoff or bumping. Olsen said the City would not describe such a situation as involuntary demotion, but instead displacement. Lipski referred to chapter 8 of the Rules. O'Brien questioned whether red circling would be included in VII.2.b (Involuntary demotion); Lipski said no, rather placement at the same pay step as the employee was entitled to in the previous pay range.

Lamberty asked about use of "workplace accommodation" and "placement" terms (VII.E.); Lipski said these refer to the accommodation placement process and not a different kind of appointment.

The Board returned to review of the rules. Jezwinski asked about providing her comments on the rules draft to Board members. There was discussion; Attorney O'Brien reported that "editorial" changes may be made without public and Board review, but any substantial change in direction or policy would require review by the Board. Jezwinski will review her notes and provide them for the next meeting. Lipski will include them with the next Agenda.

Review Chapter 5: Jezwinski asked whether "screening" and an exam are the same thing. Lipski said Human Resources looks at applications to evaluate whether an applicant meets minimum qualifications and the examination happens after the screening.

Jezwinski asked that "highest caliber" be replaced by "best qualified" in V.B.1.a and c.; Lipski agreed to do so.

V.B.1 Hands asked whether there is provision for recruitment to increase diversity, or to provide layoff protections in this regard; Lipski, Olsen and O'Brien described union contract provisions and more recent legal decisions that preclude such provisions. V.B.1.c.i.: Jezwinski suggested adding "without sponsorship" after "Any individual authorized to work in the United States".

V.B.2. Jezwinski asked whether agencies need permission for filling vacancies. Lipski described procedures, described in an Administrative Procedure Memorandum. An agency's budget analyst confirms that the vacancy is budgeted. Olsen added that the budget analyst addresses whether the agency's salary savings are being met. Olsen and Lipski agreed that the APM fills in gaps and specific provision for permission aren't needed in the Rules.

V.B.2.b.iv. Jezwinski asked whether position posting includes pay range information with salary. Lipski said position vacancy announcements should include information about whether a department has the ability to hire at a rate

of pay above the minimum. Martinelli said the Rules say the City will provide salary information; the rule doesn't need to be more specific than that. Jezwinski asked whether work hours (vii.) would include overtime requirements; Lipski said that information would be provided.

V.B.2.c. Jezwinski pointed out that "highest caliber" should be changed here as well. Olsen and Lipski explained wording for paragraph e.

Handling of comments by Jezwinski was confirmed: She will provide them to the Board, and M. Lipski will attach them to the next Agenda.

Motion was also seconded by Vilbrandt

ADJOURNMENT

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