



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Agenda - Approved PERSONNEL BOARD

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Wednesday, January 7, 2015

12:00 PM

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

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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 ntauv, cov ntaub ntauv 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 Bill Wick, Human Resources, 608-266-4615,  
[wwick@cityofmadison.com](mailto:wwick@cityofmadison.com)

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Approve the minutes of the November 19, 2014 meeting:  
<http://madison.legistar.com/Calendar.aspx>

### PUBLIC COMMENT

Limit to three (3) minutes each person.

### DISCLOSURES AND RECUSALS

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

### NEW BUSINESS

1. [34775](#) Create the classification of CCTV Inspection Technician in CG15, Range 08, and create three new positions of CCTV Inspection Technician in the Engineering budget to be filled through an internal competitive process. The selected candidates positions will be deleted and recreated as CCTV Inspection Technicians upon starting in the new classification.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo SSMW3 12 2014 Final Version 2.pdf](#)

[CCTV Inspection Technician 6-2014.pdf](#)

[34775 Version 1.pdf](#)

[PB Memo SSMW3 Final Version 1.pdf](#)

Legislative History

7/3/14	Human Resources Department Board of Estimates 1/12/15, Personnel Board 1/7/15	Referred for Introduction
7/15/14	COMMON COUNCIL Additional referral: Personnel Board.	Referred to the BOARD OF ESTIMATES
7/15/14	BOARD OF ESTIMATES	Refer to the PERSONNEL BOARD
7/16/14	PERSONNEL BOARD	Re-refer to the PERSONNEL BOARD
9/3/14	PERSONNEL BOARD	Re-refer to the PERSONNEL BOARD
11/19/14	PERSONNEL BOARD	Re-refer to the PERSONNEL BOARD

2. [34776](#)

SUBSTITUTE Create the classification of Sewer and Drainage Maintenance Technician I in CG15, Range 07, "Sewer and Drainage Maintenance Technician 2" in CG15, Range 08, and delete the classification of Street and Sewer Maintenance Worker 3 in CG15, R07. Recreate the positions #1123, #4315, #1076, #1082, #3875, #3609, #1134, #3876, #1117, #1141, #3247, #1062 and #1138 of "Street and Sewer Maintenance Worker 3" (CG15/R07) as a "Sewer and Drainage Maintenance Technician I" (CG15/R07) in the Engineering budget and reallocate incumbents B. Baukin, B. Droster, W. Dyer, M. Foy, B. Gulvik, K. Kluever, C. Pribbenow, G. Simdon, J. Streich, T. Thoma, M. Egan, J. Kelley and D. Treinen to the new positions.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo SSMW3 12 2014 Final Version 2.pdf](#)

[Class Desc SewerDrainage Maintenance Technician 1 -2 2014 Version 2.pdf](#)

[ABCCollectionOperatorCertificationApplication083012.pdf](#)

[34776 Version 1.pdf](#)

[PB Memo SSMW3 Final Version 1.pdf](#)

[SewerDrainage Maintenance Technician 6 2014 Version 1.pdf](#)

Legislative History

7/3/14	Human Resources Department Board of Estimates 1/12/15, Personnel Board 1/7/15	Referred for Introduction
7/15/14	COMMON COUNCIL Additional referral: Personnel Board.	Referred to the BOARD OF ESTIMATES
7/15/14	BOARD OF ESTIMATES	Referred to the PERSONNEL BOARD
7/16/14	PERSONNEL BOARD	Re-refer to the PERSONNEL BOARD
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3. [36639](#)

Creating the classification of Construction Manager in CG18, R10. Classifying a new 1.0 FTE position in the Engineering Department 2015 operating budget identified as "Construction Manager 18 XX" as a Construction Manager in CG18, R10.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Construction Manager.pdf](#)  
[Construction Manager Class Desc 10 2014.pdf](#)  
[Engin.pdf](#)

**Legislative History**

12/22/14 Human Resources Referred for Introduction  
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4. [36636](#) Deleting the classification of Parking Operations Manager in CG18, R15, and creating the classification of Assistant Parking Utility Manager in CG18, R17. Recreating and retitling position #1275 of 1.0 FTE Parking Operations Manager in CG18, R15 as Assistant Parking Utility Manager in CG18, R17, in the Parking Utility Operating Budget.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Parking Ops Mgr.pdf](#)  
[Class Spec Asst Parking Utility Manager.pdf](#)  
[TrafEngParking.pdf](#)

**Legislative History**

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5. [36638](#) Create the classification of Budget & Program Evaluation Manager in CG18, Range 17, delete the classification of Budget & Audit Manager in CG18, R17, recreate the 1.0 FTE position #803 of "Budget & Audit Manager" (CG18/R17) as a "Budget & Program Evaluation Manager" (CG18/R17) in the Finance Department budget.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo Budget Audit Manager title change 1-2015.pdf](#)  
[BudgetProgramManagerClassSpec.pdf](#)  
[Finance.pdf](#)

**Legislative History**

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6. [36641](#) Delete the classification of "Food and Alcohol Policy Coordinator" in CG18, R08, and create the classification of "Food and Alcohol Policy Administrator" in CG18, R10. Recreate the 1.0 FTE position #4004 of "Food and Alcohol Policy Coordinator" (currently occupied by M. Woulf) as a Food and Alcohol Policy Administrator in CG18-10 and reallocate the incumbent to the new position within the Mayor's Office budget.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo FoodAlcoholPolicyCoord.pdf](#)  
[Class Desc Food and Alcohol Policy Admin.pdf](#)  
[Mayor's Office Organization Chart FINAL.pdf](#)  
[PD FoodAlcoholPolicy.pdf](#)

**Legislative History**

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7. [36642](#) Recreate the classifications of "IT Applications Development Manager," 1.0 FTE position #831, and "IT Technical Services Manager," 1.0 FTE position #821, currently in CG18, R14 to CG18, R16 and reallocate the incumbents to the new positions, within the Information Technology budget.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo IT 2015 Reorg.pdf](#)  
[IT OrgChart Proposed 1-15.pdf](#)  
[IT OrgChart.pdf](#)

**Legislative History**

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8. [36643](#) Create the classification of "Principal IT Specialist" in CG18, R14. Retitle the classifications of "Management Information Specialist 1, 2, 3 and 4" in CG18, Ranges 06, 08, 10 and 12 as "IT Specialist 1, 2, 3 and 4," respectively, and reallocate the incumbents to the new positions, respectively (see attached list). Create 4 positions of Principal IT Specialist to be posted and filled internally with the underlying vacancies being deleted and recreated as Principal IT Specialist.

**Sponsors:** Paul R. Soglin  
**Attachments:** [PB Memo IT 2015 Reorg.pdf](#)  
[CD IT Spec 1-4.pdf](#)  
[CD Principal IT Spec.pdf](#)  
[IT OrgChart Proposed 1-15.pdf](#)  
[IT OrgChart.pdf](#)  
[MIS Employees.pdf](#)

**Legislative History**

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9. [36644](#) Delete the classification of IT Director in CG21, R18, and recreate it in CG21, R21. Recreate the 1.0 FTE position #837 of Information Technology Director in CG21, R18 in CG21, R21 and reallocate the incumbent to the new position, within the Information Technology budget.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo IT 2015 Reorg.pdf](#)  
[IT OrgChart Proposed 1-15.pdf](#)  
[IT OrgChart.pdf](#)

**Legislative History**

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10.      [36656](#)      Deleting the classification of Employee Assistance Program Coordinator in CG18, Range10, and creating the classification of Employee Assistance Program Administrator in CG18, Range12. Recreating and retitling the position #862 of 1.0 FTE Employee Assistance Program Coordinator in CG18-10 as Employee Assistance Program Administrator in CG18-12, in the Human Resources Operating Budget; and reallocating the incumbent, T. Martinez, to the new position.

**Sponsors:**      Paul R. Soglin  
**Attachments:**      [PBMemo EAPCoord final.pdf](#)  
[EAP Administrator Final.pdf](#)  
[PD EAP Administrator v2.pdf](#)  
[2015 Org Chart.pdf](#)

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**ADJOURNMENT**