



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

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Wednesday, October 31, 2018

3:00 PM

215 Martin Luther King, Jr. Blvd.  
Room 202 (Madison Municipal Building)

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**Note: Some members may be participating via conference call due to the holiday.**

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 ntawv, cov ntaub ntawv 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 Isis Newman in Human Resources at 608-266-4615,  
inewman@cityofmadison.com

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Approve the minutes of the September 5, 2018 meeting of the Personnel Board:  
<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 [53576](#) Delete the classification of MT Gift Shop Manager in CG19, R7 and recreate it in CG18, R04. Recreate position #3782 of Gift Shop Sales Leadworker (CG20, R11) as a MT Gift Shop Manager in CG18, R04 to be filled through an internal, competitive process, within the Monona Terrace Operating budget.
  
- 2 [53577](#) Delete the classification of "Employee Assistance Program Administrator" (CG18, R12), and create the classification of "Employee Assistance Program

Manager” (CG18, R15). Recreate and retitle the position #862 of 1.0 FTE “Employee Assistance Program Administrator” (CG18, R12) as “Employee Assistance Program Manager” (CG18, R15), in the Employee Assistance Program Operating Budget; and reallocate the incumbent, T. Martinez, to the new position.

- 3      [53579](#)      Delete the classification of “City Channel Producer/Director” (CG20, R11) and create the classification of “Digital Media Specialist” (CG16, R14). Recreate and retitle the 1.0 FTE positions #3318, #3738 and #4024, and the 0.7 FTE position #4319, all of “City Channel Producer/Director” (CG20, R11) as “Digital Media Specialist” (CG16, R14), within the Information Technology Operating Budget; and reallocate the incumbents to the new positions at their respective FTE levels
- 4      [53587](#)      Create the classification of “Digital Media Supervisor” (CG18, R10). Recreate and retitle the 1.0 FTE position #754 of “Media Team Leadworker” (CG16, R16), currently filled by Mr. Boyce Johnson, as “Digital Media Supervisor” (CG18, R10), within the Information Technology Operating Budget. The incumbent will underfill the new position, and the position will be posted and filled internally through a competitive process.

#### ADJOURNMENT