



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, March 6, 2019

3:30 PM

215 Martin Luther King, Jr. Blvd.
Room 202 (Madison Municipal 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 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 January 9, 2019 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 **54854** Delete the classifications of Assistant City Assessor Commercial (CG18, R13), Assistant City Assessor Residential (CG18, R12), and Assessment Services Supervisor (CG18, R08), and create new classifications of Assessment Business Systems Manager and Assessment Operations Manager, both in CG 18, Range 14. Recreate position #709 of Assessment Services Supervisor as the Assessment Business Systems Manager and reclassify current Assessment Services Supervisor (CG 18-08), Sally Sweeney, to the Assessment Business Systems Manager position. Recreate vacant position #727 of Assistant City Assessor Commercial as the Assessment Operations Manager in CG18, R14. Delete position #4123 of Assistant City Assessor

Residential and recreate it as a Property Appraiser 4 in CG 16, R21.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Assessor's Office restructure 3-2019.docx](#)
[Assessment Business Systems Manager 2019.doc](#)
[Assessment Operations Manager 2019.doc](#)
[Assr's Office Org Chart 2018.doc](#)
[assessor office ogranizational chart 2019.docx](#)

Legislative History

2/25/19 Human Resources Referred for Introduction
 Department
 Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)

2 [54856](#)

Create a new classification of Transit Marketing General Supervisor in CG44, Range 10. Recreate position #2902 of Transit Marketing Specialist 2 (CG44, R8) into the new classification of Metro Marketing General Supervisor in Metro Transit's operating budget and reallocate the incumbent to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Transit Mktg Spec 2 Metro 3-2019.pdf](#)
[Transit Marketing Gen Supe 3-2019.doc](#)

Legislative History

2/25/19 Human Resources Referred for Introduction
 Department
 Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)

3 [54901](#)

Delete the classification of Water Utility Maintenance Supervisor in CG18, R11, and create a new classification of Water Utility Maintenance Supervisor in CG18, R12. Recreate position number #1780 to a Water Utility Maintenance Supervisor (CG18, R12), and reallocate incumbent D. VanHorn into the new position in the Water Utility operating budget.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Water Utility Maintenance Sup 3-2019.docx](#)
[Water Utility Maintenance Supervisor 2-2019.doc](#)

Legislative History

2/26/19 Human Resources Referred for Introduction
 Department
 Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)

4 [54902](#)

Create new classifications of Data Analyst 1-4 in CG18, Ranges 6, 8, 10, and 12 respectively.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Data Analyst series 3-2019.docx](#)
[Data Analyst 1-4 2019.doc](#)

Legislative History

2/26/19 Human Resources Referred for Introduction
 Department

Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)

- 5 **54903** Recreate vacant position #765 of Document Services Specialist 2 (CG17, R10), and position #767 of Administrative Analyst 3 (CG18, R10) as Data Analyst 3s in CG18, R10. Retitle position #4537 of Administrative Analyst 4 as a Data Analyst 4 in the same CG and Range and reallocate the incumbent, Kara Kratowicz, to the new position, all within the Finance Department operating budget.
- Sponsors:** Paul R. Soglin
- Attachments:** [PB Memo Data Analyst series 3-2019.docx](#)
- Legislative History**
- 2/26/19 Human Resources Referred for Introduction
Department
Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)
- 6 [54904](#) Recreate vacant position #4075 of Fleet Technician (CG15, R08) as a Data Analyst 2 in CG18, R08 within the Fleet Services budget.
- Sponsors:** Paul R. Soglin
- Attachments:** [PB Memo Data Analyst series 3-2019.docx](#)
- Legislative History**
- 2/26/19 Human Resources Referred for Introduction
Department
Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)
- 7 **54905** Recreate position #868 of HR Analyst 2 (CG18, R08) as a Data Analyst 2 in the same CG and Range within the HR Department budget, and reallocate incumbent B. Wollmann to the new position.
- Sponsors:** Paul R. Soglin
- Attachments:** [PB Memo Data Analyst series 3-2019.docx](#)
- Legislative History**
- 2/26/19 Human Resources Referred for Introduction
Department
Finance Committee (3/11/19), Personnel Board (3/6/19), Common Council (3/19/19)

ADJOURNMENT