



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

Thursday, September 23, 2021

1:00 PM

Via Virtual Meeting

Note: Quorum of the Common Council may be present at this meeting.

CALL TO ORDER / ROLL CALL

The Chair called the meeting to order at 1:03pm.

Harrington-McKinney joined the meeting at 1:05pm.

Others present: Victoria Larson (Human Resources Analyst)

Present: 4 - Arvina Martin; Barbara Harrington-McKinney; Grant Foster and Nasra Wehelie

Excused: 1 - Sheri Carter

APPROVAL OF MINUTES

Foster moved, seconded by Harrington-McKinney, to approve the minutes of the August 19, 2021, meeting of the President's Work Group to Review and Revise the Chief of Staff Position Description. The motion was approved by voice vote/other.

PUBLIC COMMENT

1. [67357](#) Public Comment (9/23/21 meeting)

No members of the public were present.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

2. [66196](#) Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications
- Larson presented her draft Community Engagement Specialist position description to the members, and they provided their feedback.
- Wehelie left the meeting at 1:38pm.
- The work group thanked Larson for her excellent work on the Community Engagement Specialist position description and requested the following from her:
1. Draft the "Primary knowledge, skills and abilities required" section of the Community Engagement Specialist position description.
 2. Incorporate the work group members' feedback into the Community Engagement Specialist position description and bring an updated draft to the October 7 meeting.
 3. Email the updated draft Community Engagement Specialist position description to the work group members in advance of the October 7 meeting.
 4. Email the most recent draft of the Chief of Staff position description to the work group members in advance of the October 7 meeting.

3. [66197](#) Discussion on Next Steps
- Foster asked about the Equitable Hiring Tool. Larson stated that applying it to a position description could take some time which might be of concern because of the budgetary implications. She said there are other phases in which the Tool could be used, e.g., in the interview questions and/or benchmarks.
- The members stated that they want to finalize the position descriptions for the Chief of Staff and the Community Engagement Specialist at their October 7 meeting.

ADJOURNMENT

Harrington-McKinney moved, seconded by Foster, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 2:39pm.