



# City of Madison

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

## Meeting Minutes - Approved PERSONNEL BOARD

---

Wednesday, June 20, 2012

12:00 PM

210 Martin Luther King, Jr. Blvd.  
Room 103A (City-County Building)

---

### CALL TO ORDER / ROLL CALL

Others present: Emaan Abdel-Halim, Jennifer Bacon, Mike Dailey, Harper Donahue, Kathi Hurtgen, Chuck Kamp, Paul Kronberger, Mike Lipski, Gregg McManners, Malika Monger, Eric Olson, Sarah Olson, Mike Rusch, Debra Simon, Connie Thompson, Julie Trimbell, Brad Wirtz, Elizabeth York, Meg Zopelis

Present: 4 -

Darold D. Lowe; Duane F. Hinz; Sandra R. Martinson and Sylvia A. Thornton

Absent: 1 -

Judy J. Hughes

### APPROVAL OF MINUTES

A motion was made by Hinz, seconded by Thornton, to approve the Minutes of the April 11, 2012 meeting. The motion passed by voice vote/other.

<http://legistar.cityofmadison.com/calendar/#current>

### PUBLIC COMMENT

No public comments were made.

### DISCLOSURES AND RECUSALS

No disclosures or recusals were made.

### NEW BUSINESS

1. [26577](#) Recreate the 1.0 FTE positions, #675, currently occupied by L. Antony, and #657, currently occupied by L. Peterson, of Clerk Typist 2 (CG20, R 06), as 1.0 FTE Information Clerks (CG20, R 07) within the Building Inspection Division budget, and reallocate the incumbents to the new positions.  
  
A motion was made by Thornton, seconded by Hinz, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

2.     [26601](#)            Reallocate the incumbent, D. Van Horn, of position #1776, in the Water Utility budget to the budgeted level of Maintenance Mechanic 2 (CG16, R15).

**A motion was made by Hinz, seconded by Martinson, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
  
3.     [26632](#)            Recreate position #774 of “Administrative Analyst 2” (currently occupied by E. York) as “Administrative Analyst 3” in the Finance budget and reallocate the incumbent to the new position.

**A motion was made by Martinson, seconded by Thornton, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
  
4.     [26606](#)            Create a new position of Surveyor 1, CG15, R12, in the Engineering Division budget to be filled through an internal competitive process. Upon filling the position, the underlying vacancy will be deleted to fund the new position.

**A motion was made by Hinz, seconded by Martinson, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
  
5.     [26609](#)            Recreating MIS 2 position (#810) as an MIS 3 (CG18, R10), and the reclassification of the incumbent (E. Olson).

**A motion was made by Hinz, seconded by Martinson, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.**
  
6.     [26719](#)            Amending Section 3.54(1)(i)1. of the Madison General Ordinances by creating the classification of “Transit Advertising Sales Associate” in Compensation Group 19, Range 07, thereof.

**This Ordinance was Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion was passed by voice vote/other. One motion was made for both file numbers 26719 and 26612.**

**A motion was made by Martinson, seconded by Thornton.**
  
7.     [26612](#)            Create a new 1.0 FTE position of Transit Advertising Sales Associate (CG19, R07) in the Metro Transit operating budget, pursuant to Legislative File #25574 (version 2).

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

8. [26720](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of "Quality Improvement and Operations Manager" in Compensation Group 18, Range 10, and deleting the classification of "Monona Terrace Operations Manager" in Compensation Group 18, Range 06, thereof.

**This Ordinance was Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion was passed by voice vote/other. One motion was made for both file numbers 26720 and 26613.**

**A motion was made by Lowe, seconded by Thornton.**

9. [26613](#) Create a new position of Quality Improvement and Operations Manager in the Monona Terrace budget to be filled through an internal competitive process. Upon filling the position, the Monona Terrace Operations Manager, position #3324, will be deleted to fund the new position.

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

10. [26605](#) Recreate the 1.0 FTE position #3297 of Clerk Typist 2 (CG20, R 06), currently occupied by S. Carrizal, as a 1.0 FTE Administrative Clerk 1 (CG20, R 09) within the Monona Terrace budget, and reallocate the incumbent to the new position.

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

## ADJOURNMENT

**A motion was made by Hinz, seconded by Martinson, to Adjourn. The motion passed by voice vote/other.**