



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

Wednesday, June 7, 2017

3:30 PM

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

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Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntauvv, cov ntaub ntauvv 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 Denise Nettum, Human Resources, 266-4615,  
dnettum@cityofmadison.com

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Approve the minutes of the May 3, 2017 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. [47502](#) Create a new hourly classification of Consultant to be placed in the salary schedule of Compensation Group 17, Range 00 with a pay range of \$25-\$55 per hour.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Consultant Hourly 6-2017.pdf](#)

**Legislative History**

5/25/17	Human Resources Department	Referred for Introduction
	Finance Committee (June 12, 2017 meeting), Personnel Board (June 7, 2017 meeting), Common Council (June 20, 2017 meeting).	

2. [47504](#) Recreate the position #1078 of Principal Engineer 1 in CG18, R15 to a Principal Engineer 2 in CG 18, R16 (Class Code H137) in the permanent salary detail of the Engineering Division budget. Reallocate the incumbent (J. Fahrney) to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Prin Eng 1 Eng \(Fahrney\) 6-2017.pdf](#)  
[OrgChart.pdf](#)

**Legislative History**

5/25/17 Human Resources Department Referred for Introduction  
 Finance Committee, Personnel Board

3. [47505](#) Recreating position #634 from a 1.0 FTE Program Assistant 1 (CG 20, Range 11) to a 1.0 FTE Program Assistant 2 (CG 20, Range 12-class number J071) in the Planning Division budget and reallocating the incumbent, R. Ethington, to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Program Assistant 1 Planning 5-2017.pdf](#)  
[Position Description.pdf](#)

**Legislative History**

5/25/17 Human Resources Department Referred for Introduction  
 Finance Committee (June 12, 2017 meeting), Personnel Board (June 7, 2017 meeting),  
 Common Council (June 20, 2017 meeting).

4. [47518](#) Recreate position #760 of 1.0 FTE "Program Assistant 1" (CG20, R11) as "Program Assistant 2" (Class G048) (CG17, R12), in the Information Technology Operating Budget; and reallocate the incumbent, A. Lythjohan, to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo IT PA1-2.pdf](#)  
[PD IT PA.pdf](#)

**Legislative History**

5/30/17 Human Resources Department Referred for Introduction  
 Finance Committee, Personnel Board

5. [47519](#) Create the classifications of “Records Management Coordinator 1” (CG18, R4) and “Records Management Coordinator 2” (CG18, R6). Recreate and retitle the 1.0 FTE position #3286 of “Administrative Assistant” in CG20-14, currently filled by Ms. Leslie Staczewski, as a “Records Management Coordinator 2” in CG18-06, within the Information Technology budget. The incumbent will underfill the new position, and the position will be posted and filled internally through a competitive process.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo AA Records Mgmt.pdf](#)

[PD IT Records Mgmt.pdf](#)

[Records Management Coord 1-2.doc](#)

[Records Forms Management Specialist Series State.pdf](#)

**Legislative History**

5/30/17	Human Resources Department Finance Committee, Personnel Board	Referred for Introduction
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**ADJOURNMENT**