



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft PERSONNEL BOARD

Tuesday, June 23, 2009

12:00 PM

210 Martin Luther King, Jr. Blvd. Room 501
(City-County Building)

CALL TO ORDER / ROLL CALL

Others present: Darold Lowe, Brad Wirtz, Lorie Olsen, Larry O'Brien, Mike Lipski, Gail Glasser

Present: 5 -

Susan M. Vilbrandt; Susan C. Paddock; Marcia J. Jezwinski; Eric D. Hands and Gary V. Martinelli

APPROVAL OF MINUTES

Minutes from the June 3 meeting will be considered at the July 8 meeting.

PUBLIC COMMENT

NEW BUSINESS

Sue Vilbrandt introduced Darold Lowe, nominated to take her place when she concludes her tenure on the Personnel Board.

DISCUSSION ITEMS

1. [13378](#) New Personnel Rules - Entire Document

Attachments: [Pers Rules Marcia J comments.pdf](#)
[Pers Rules with updates.pdf](#)

Chair Eric Hands opened the meeting's ongoing discussion of Personnel Rules and Regulations revisions. Mike Lipski had incorporated changes suggested at previous meetings (Legislative File 13378 Attachments, Pers Rules with Updates.pdf) and forwarded the draft reflecting changes to Board members. Marcia Jezwinski's draft with comments had also been forwarded to Board members. The Board worked from Jezwinski's draft with comments (Legislative File 13378 Attachments, Pers Rules Marcia J Comments.pdf), beginning with Chapter 4, page 5.

Discussion and recommended changes:

IV. Classification Policies and Procedures

A. Policy: Jezwinski asked whether the section is about classification or about compensation; Lipski said it's about both.

B. Procedures

B. 2. a. Change "general" to "current" ("... not adequately descriptive of the general duties and responsibilities . . .")

B. 2. c. ii. Change "undervalued or overvalued" to "inappropriately compensated" ("The existing classification(s) is/are undervalued or overvalued")

B. 2. c. iv. Change "failed to" to "no longer" ("The classification specifications failed to accurately identify . . .")

B. 3. b. Change "special training" to "special training not related to the job" ("Factors such as the employee's current pay rate, length of service, special training, experience . . .")

B. 3. b. ii. (q) Change "external comparable positions" to "the relevant labor market" ("Compensation level of the position as compared to external comparable positions")

B. 3. b. iii. (a) Change "A change that would affect the representation status of a position" to "affects union representation"

B. 3. b. iv. (b) i. Change "described herein" (end of section) to citation of specific chapter.

B. 3. c. iii. Request for review: Staff will work on clarifying language for this section.

B. 4. a. ii. Discussion about language, intent for this section. Change "When current City employees with good potential are interested in acquiring more training, experience, and responsibility" to "When a sufficient number of current City employees who have the potential to succeed in the position as identified by the supervisor and are interested in acquiring more training, experience and responsibility."

B. 4. c. i. and ii. Add "for any reason" ("An employee hired from outside the Civil Service and designated as a Trainee may be released from City Service at any time [add 'for any reason'] while designated as a Trainee.") ("A current City employee designated as a Trainee may be returned to his/her former position at any time [add 'for any reason'] while the employee is designated as a Trainee . . .")

B. 4. c. i. Add "as defined in Chapter VI." ("Following completion of the Trainee program, the employee shall serve a regular probation period [add 'as defined in Chapter VI.'] before being considered a permanent employee.")

B. 4. c. ii. Add "as defined in Chapter VI." ("Following successful completion of the Trainee program the employee shall serve a trial period [add 'as defined in Chapter VI.'].")

V. Selection Policies and Procedures

F. Insufficient number of qualified applicants: Change "an acting appointment" to "a temporary appointment" (last nine words). Change "examination" to "recruitment" (last word).

G. Certification: 1. Original certification: Delete first phrase ("Upon completion of the recruitment and examination process described above,")

Add sentence at end of section: "Candidates who were previously qualified will have to reapply. (. . . a new selection process shall be initiated resulting in the creation of a new eligibility list. [Candidates who were previously qualified will

have to reapply.] A candidate's rank has significance only in")

H. Interviews: There was discussion of email notification for certified candidates; no change was made.

I. Selection of candidate: Change "preferred candidate(s)" to "prospective hire".

I. 2. Criminal background check: Change "will" to "may", line 4 ("... the Human Resources Director or designee will conduct a background check" Change "convicted of a crime" to "convicted of an offense" ("... conduct a background check on the selected candidate(s) to ensure that the candidate(s) has not been convicted of a crime which is directly related")

After discussion the Board decided to reconvene at a later time to further consider the revised Personnel Rules and Regulations.

ADJOURNMENT

A motion was made by Paddock, seconded by Vilbrandt, to Adjourn. The motion passed by voice vote/other.