



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, January 17, 2018

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 ntauv, cov ntaub ntauv 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 December 6, 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. [50038](#) Create a new classification series of Paralegal-Mediator 1-2 in CG18, R05 and R07 respectively. Recreate the new position identified in the DCR Operating Budget for 2018 as Paralegal/Mediator as a 1.0 FTE Paralegal-Mediator 2 in CG18, R07.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Paralegal-Mediator 1-2 1-2018.pdf](#)
[Paralegal-Mediator 1-2 12-2017classspec.pdf](#)

Legislative History

1/5/18 Human Resources Referred for Introduction
 Department
 Finance Committee (January 22, 2018 meeting), Personnel Board (January 17, 2018 meeting), Common Council (February 6, 2018).

2. **50039** Recreate one 1.0 FTE Planner 3 position (#635) to one 1.0 FTE Planner 4 position, (class number H161) in the Planning Division budget and reallocate the incumbent (R. Cnare) to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Planner 3 1-2018.pdf](#)
[Planner 3 RCnare PD.pdf](#)

Legislative History

1/5/18 FINANCE COMMITTEE Referred for Introduction
 Finance Committee (January 22, 2018 meeting), Personnel Board (January 17, 2018 meeting), Common Council (February 6, 2018).

3. **50040** Create the classification of "Department of Planning, Community & Economic Development (DPCED) Administrative Services Manager" in CG18, R15. Recreate the new 1.0 FTE position of DPCED Administrative Services Manager, identified in the PCED Office of the Director operating budget as an Administrative Analyst without a Range, as a DPCED Administrative Services Manager in CG18-15.

Sponsors: Paul R. Soglin

Attachments: [PB Memo DPCED Administrative Services Manager 1-2018.pdf](#)
[DPCED Administrative Services Manager PD.pdf](#)

Legislative History

1/5/18 FINANCE COMMITTEE Referred for Introduction
 Finance Committee (January 22, 2018 meeting), Personnel Board (January 17, 2018 meeting), Common Council (February 6, 2018 meeting).

4. **50059** Delete the classification of "Housing Assistance Outreach Coordinator" (CG20, R12a, class J036), and create the classification of "Housing Specialist Outreach Coordinator" (CG20, R13). Recreate the position #3628 from a .50 FTE Housing Assistance Outreach Coordinator (CG20, R12a) to a .50 FTE Housing Specialist Outreach Coordinator, (CG20, Range 13), and reallocate the incumbent, S. Stapleton to the new position, in the CDA Housing Operations Division budget.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Housing Assistance Outreach Coordinator 1-2018.pdf](#)
[Suzy Stapleton PD.pdf](#)

Legislative History

1/8/18 FINANCE COMMITTEE Referred for Introduction
 Finance Committee (January 22, 2018 meeting), Personnel Board (January 17, 2018 meeting), Common Council (February 6, 2018 meeting).

5. **50061** Create the classification of Forensic Video Analyst in CG 18, R08. Recreate position #3832, currently identified as Forensic Lab Technician (CG16, R11), as a Forensic Video Analyst in the Police Department operating budget, to be filled through an internal competitive process.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Forensic Video Analyst Police 1-2018.pdf](#)
[Forensic Video Analyst 1-2018.pdf](#)

Legislative History

1/8/18 Human Resources Referred for Introduction
Department
Finance Committee (January 22, 2018 meeting), Personnel Board (January 17, 2018 meeting), Common Council (February 6, 2018 meeting).

6. **50062** Create the classifications of Crime Analyst 1 (CG18, R06) and Crime Analyst 2 (CG18, R08). Recreate positions #3969, #4230, and #4138, currently identified as IT Specialist 2 (CG18, R08) as a Crime Analyst 2 in the Police Department operating budget and reallocate the incumbents (B. Grinnell, C. Klebig, and T. Scholten, respectively) to the new positions.

Sponsors: Paul R. Soglin

Attachments: [PB Memo ITS2 Crime Analysts Police 1-2018.pdf](#)
[Crime Analyst 1-2.pdf](#)

Legislative History

1/8/18 Human Resources Referred for Introduction
Department
Finance Committee (January 22, 2018 meeting), Personnel Board (January 17, 2018 meeting) Common Council (February 6, 2018 meeting).

ADJOURNMENT