



City of Madison

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

Meeting Minutes - Approved PERSONNEL BOARD

Wednesday, January 17, 2018

3:30 PM

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

CALL TO ORDER / ROLL CALL

Others present: Julie Trimbell, William Fruhling, Jennifer Krueger-Favour, Sue Williams, Anthony Fiore, Norman Davis, Byron Bishop, Natalie Erdman, Sarah Olson, Mike Lipski

Present: 4 - Mensah K. Lassey; Dana E. Denny; Angela L. Nash and Judy J. Hughes

Absent: 1 - Gary D. Mitchell

APPROVAL OF MINUTES

A motion was made by Nash, seconded by Denny, to Approve the Minutes of the December 6, 2017 meeting. The motion passed by voice vote/other.

PUBLIC COMMENT

No public comments.

DISCLOSURES AND RECUSALS

No disclosures or recusals.

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.

A motion was made by Lassey, seconded by Denny, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.
- 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.

A motion was made by Nash, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.
- 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.

A motion was made by Denny, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

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.

A motion was made by Lassey, seconded by Nash, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

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.

A motion was made by Denny, seconded by Lassey, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

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.

A motion was made by Lassey, seconded by Nash, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

ADJOURNMENT

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