



City of Madison

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

Agenda - Cancelled PERSONNEL BOARD

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, January 18, 2023

1:30 PM

Virtual

The City of Madison is holding the Personnel Board meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

1. **Written Comments:** You can send comments on agenda items to personnelboard@cityofmadison.com.

2. **Register for Public Comment:**

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/watchmeetings>.

4. **Listen by Phone:**

(877) 853-5257 (Toll Free)

Webinar ID: 846 5764 8622

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 at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Javian Dayne, (608) 266-9247, jdayne@cityofmadison.com.

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the November 2, 2022 Personnel Board Meeting:
<http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [75584](#) Public Comment (1/18/23 Personnel Board Meeting)

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

NEW BUSINESS

2. [75518](#) Adopting updates to the City of Madison Personnel Rules to allow for Reinstatement Policy to apply to general municipal employees as well as non-represented employees; and creating a Furlough Policy as requested by Common Council.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Meet and Confer Memo \(1-2023\).pdf](#)

Legislative History

1/10/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD

3. [75507](#) Create the new classification of "Tenant Social Services Coordinator" in CG18, R4. Recreate the 0.6 FTE position #4762 of CDA Security Monitor (CG16, R9) as a 1.0 "Tenant Social Services Coordinator." Delete the 0.6 FTE position #4851 of CDA Security Monitor, within the Housing Operating Budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo CDA Tenant Social Services Coord.pdf](#)

[Tenant Social Services Coord PD.pdf](#)

[Tenant Social Services Coordinator 1-2023.pdf](#)

Legislative History

1/10/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD

4. [75504](#) Create the classifications of "GIS Specialist 1, 2, 3 and 4," in CG18, Ranges 06,

08, 10 and 12, respectively. Recreate the 1.0 FTE position #3656 of Planning GIS Specialist in CG18, Range 9 as a "GIS Specialist 4", and reallocate the employee to the new position, within the Planning Division.

Sponsors: Satya V. Rhodes-Conway

Attachments: [FinComm Memo Planning GIS Spec.pdf](#)
[GIS series 12-22.pdf](#)
[Planng GIS Specialist 4.pdf](#)

Legislative History

1/10/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
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1/17/23	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

5. [75542](#)

Recreate the 1.0 FTE position #3323 of Monona Terrace Technical Service Specialist 1 as a Monona Terrace Technical Service Specialist 2 and reallocate the employee S. Cleven to the new position, within the Monona Terrace operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo MT Tech Spec 2 1-2023.pdf](#)

Legislative History

1/11/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD

6. [75506](#)

Recreate position #4653 of Civil Technician 2 as an Engineering Program Specialist 1 in CG 16, Range 17 and reallocate the employee, S. Kerr, to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo - TE Civil Tech 2.pdf](#)
[Eng Prog Spec 1 PD - Kerr.pdf](#)

Legislative History

1/10/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE

7. [75508](#)

Update class specification for Judicial Support Clerk series to reflect automatic progression from Judicial Support Clerk 1 to Judicial Support Clerk 2; and recreate the positions #879 and #3667 as Judicial Support Clerk 2 and reallocate the employees (L. Dahlhauser and E. Nunez) into the new positions.

Sponsors: Satya V. Rhodes-Conway
Attachments: [PB Memo - Judicial Support Clerk Series.pdf](#)
[JSC1 PD - Dahlhauser.pdf](#)
[JSC1 PD - Nunez.pdf](#)
[JSC2 PD - McConnell.pdf](#)

Legislative History

1/10/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

8. [75509](#) Recreate position #882 of Judicial Support Clerk 3 as an Administrative Assistant - Local 60 in CG 20, Range 14 and reallocate the employee, C. Zamber, to the new position.

Sponsors: Satya V. Rhodes-Conway
Attachments: [PB Memo - Judicial Support Clerk Series.pdf](#)
[JSC3 PD - Zamber.pdf](#)

Legislative History

1/10/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

9. [75559](#) Create a new classification of Public Works Laborer in CG15, R02. Recreate the 10 new 1.0 FTE positions identified as Public Works Laborer in the Streets Division Budget into the new classification and range.

Sponsors: Satya V. Rhodes-Conway

Legislative History

1/11/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
1/17/23	COMMON COUNCIL Additional referral to Personnel Board.	Refer to the FINANCE COMMITTEE
1/17/23	FINANCE COMMITTEE	Refer to the PERSONNEL BOARD

10. [75505](#) Recreate position #868 of Data Analyst 2 as a Data Analyst 3 in CG 18, Range 10 and reallocate the employee, B. Wollmann, to the new position.

Sponsors: Satya V. Rhodes-Conway
Attachments: [PB Memo - HR Data Analyst 2 to 3.pdf](#)

Legislative History

1/10/23	Human Resources Department	Referred for Introduction
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- Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)
- 1/17/23 COMMON COUNCIL Refer to the FINANCE COMMITTEE
Additional referral to Personnel Board.
- 1/17/23 FINANCE COMMITTEE Refer to the PERSONNEL BOARD
11. [75523](#) Reallocate the incumbent of position #864, A. Deming, to the budgeted level of Organizational Development & Training Officer, in CG18, R12, within the HR Department operating budget.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo OD Training Off HR 1-2023 Final.pdf](#)
- Legislative History**
- 1/10/23 Human Resources Referred for Introduction
Department
Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)
- 1/17/23 COMMON COUNCIL Refer to the FINANCE COMMITTEE
Additional referral to Personnel Board.
- 1/17/23 FINANCE COMMITTEE Refer to the PERSONNEL BOARD
12. [75531](#) Reallocate the employee of position #777, J. Dempsey, to the budgeted level of Accountant 4, in CG18, R12, within the Finance Department operating budget.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo Accountant 4.pdf](#)
- Legislative History**
- 1/10/23 Human Resources Referred for Introduction
Department
Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)
- 1/17/23 COMMON COUNCIL Refer to the FINANCE COMMITTEE
Additional referral to Personnel Board.
- 1/17/23 FINANCE COMMITTEE Refer to the PERSONNEL BOARD
13. [75536](#) Create a new class series of Transit Data Analyst 1-3 in CG44, R06, 08, and 10 respectively. Recreate the 2 new 1.0 FTE positions of Data Analyst within the Metro Transit operating budget as Transit Data Analyst 3.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo Transit Data Analyst Series.pdf](#)
- Legislative History**
- 1/11/23 Human Resources Referred for Introduction
Department
Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)
- 1/17/23 COMMON COUNCIL Refer to the FINANCE COMMITTEE
Additional referral to Personnel Board.
- 1/17/23 FINANCE COMMITTEE Refer to the PERSONNEL BOARD
14. [75553](#) Recreate the 1.0 FTE position #3583 of Maintenance Mechanic 1 as a Maintenance Mechanic 2 and reallocate the employee J. Kennedy to the new position, within the Water Utility operating budget.

Sponsors: Satya V. Rhodes-Conway
Attachments: [PB Memo Maintenance Mechanic 2.pdf](#)

Legislative History

1/11/23	Human Resources Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
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15. [72706](#) Position study appeal to Personnel Board by employee (K. Daane) of denial for reclassification request of Dispatcher at Water Utility.

Attachments: [PB Memo - WU Dispatcher.pdf](#)
[Dispatcher PD.pdf](#)
[Denial Memo Dispatcher 1-2021 FINAL.pdf](#)
[AppealLetter \(KDaane\).pdf](#)
[Daane WU Dispatch Appeal Response \(002\).pdf](#)
[Personnel Board Letter.docx](#)

Legislative History

7/20/22	PERSONNEL BOARD	Refer to the PERSONNEL BOARD
9/21/22	PERSONNEL BOARD	Refer to the Human Resources Department
11/2/22	PERSONNEL BOARD	Refer to the Human Resources Department
1/10/23	Human Resources Department	Refer to the PERSONNEL BOARD

ADJOURNMENT