



City of Madison

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

Agenda - Amended PERSONNEL BOARD

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

Wednesday, September 20, 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: 847 3493 4578

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: Juan Ortiz in Human Resources at (608) 266-4615, jortiz@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the 8/15/23 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

1. [79913](#) Public Comment (9/20/23 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. [79869](#) Delete the classification of "Zoning Administrator" from CG18, R14 in the salary schedule and recreate the classification in CG18, R15. Recreate the 1.0 FTE position #643 as "Zoning Administrator" (CG18, R15) and reallocate the employee.

Sponsors: Director of Human Resources

Attachments: [PB Memo Zoning Administrator.doc.pdf](#)

[Res Zoning Administrator.doc](#)

[Zoning Admin PD.docx](#)

Legislative History

9/13/23	Human Resources Department	Referred for Introduction
	Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)	

3. [79872](#) Create a new classification specification of Transit High Voltage Technician in CG41, R12. Recreate three new 1.0 FTE positions of "High Voltage Technician" as Transit High Voltage Technician within the Metro Transit operating budget.

Sponsors: Director of Human Resources

Attachments: [PB memo Metro GT high voltage tech 9.5.23.docx](#)

[Transit High Voltage Technician class spec 9.6.23.doc](#)

[Transit High Voltage Technician res lang.docx](#)

Legislative History

9/13/23	Human Resources Department	Referred for Introduction
	Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)	

4. [79882](#) Create the classification of Library Program Administrator in CG 33 R 01. Recreate position number 4581 in the new classification and reallocate the employee to new position.

Sponsors: Director of Human Resources

Attachments: [Memo Library Program Administrator 8-2023.pdf](#)

[Library Program Administrator PD 8-2023.docx](#)

[Res Library Program Administrator.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

5. [79883](#) Create the classification of Engineering Financial Manager in CG 18 R 16. Recreate position number #1104 in the new classification and reallocate the employee to new position.

Sponsors: Director of Human Resources

Attachments: [Memo Engineering Financial Manager 8-2023.pdf](#)

[Engineering Financial Manager PD 8-2023.docx](#)

[Res Engineering Financial Manager.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

6. [79876](#) Delete the classifications of Arborist 1 in CG16, R10 and Arborist 2 in CG16, R12. Recreate the classifications of Arborist 1 in CG16, R11 and Arborist 2 in CG16, R13. Reallocate current Arborist 1 and Arborist 2 employees to the new ranges.

Sponsors: Director of Human Resources

Attachments: [PB Memo Arborist 1 and 2 - Revised.pdf](#)

[Resolution Arborist 1 and 2 - Revised.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

7. [79875](#) Create the classification of Employee Assistance Specialist 3 in CG18, R10. Recreate the encumbered position #4378 and vacant position #4766 in the new classification. Reallocate employee Mary Eldridge to Employee Assistance Specialist 2 in CG18, R08.

Sponsors: Director of Human Resources

Attachments: [PB Memo EA Specialist Series.pdf](#)

[EAP Specialist 1-3 DRAFT 9-2023.doc](#)

[Resolution Employee Assistance Specialist Series.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

8. [79877](#) **SUBSTITUTE** Delete the classification of Golf Program Supervisor in CG18, R10 and create the new classification of Golf Operations Director in CG18, R13. Recreate the 1.0 FTE position #1531 in the new classification in the **Golf Enterprise** ~~Parks Division~~ operating budget.

Sponsors: Director of Human Resources

Attachments: [PB Memo Golf Program Supervisor.pdf](#)
[Golf Operations Director PD 2023.docx](#)
[Resolution Golf Program Supervisor.docx](#)
[File 79877 Draft - Version 1.pdf](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

9. [79878](#) Recreate position #4317 of IT Specialist 2 as an IT Specialist 3 in CG 18, Range 10 and reallocate the employee, M. Yoss, to the new position.

Sponsors: Director of Human Resources

Attachments: [PB Memo Police IT Specialist 2.pdf](#)
[Resolution IT Specialist 2 to IT Specialist 3 - Police.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

10. [79879](#) Recreate position #2579 of Program Assistant 1 as an Administrative Assistant in CG 20, Range 14 and reallocate the employee, B. Rudolph, to the new position.

Sponsors: Director of Human Resources

Attachments: [PB Memo Program Assistant 1.pdf](#)
[Resolution Prog Asst 1 to Admin Asst - Police.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

11. [79881](#) Recreate position #4381 of Program Assistant 1 as a Program Assistant 2 in CG 20, Range 12 and reallocate the employee, E. Boebel, to the new position.

Sponsors: Director of Human Resources

Attachments: [PB Memo Police Program Assistant 1.pdf](#)
[Resolution Prog Asst 1 to Prog Asst 2 - Police.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

12. [79884](#) Recreate position #861 of Human Resources Analyst 2 as a Human Resources Analyst 3, and reallocate the employee (W. Wick) to the new position.

Sponsors: Director of Human Resources

Attachments: [PBMemo HRA 3 Wick.pdf](#)
[Res HRA3 9-2023.docx](#)

Legislative History

9/13/23 Human Resources Referred for Introduction
 Department
 Finance Committee (9/26/23), Personnel Board (9/20/23), Common Council (10/3/23)

DISCUSSION ITEMS

13. [79302](#) Compensation Plan study update
Legislative History
 8/8/23 Human Resources Refer to the PERSONNEL BOARD
 Department
 8/15/23 PERSONNEL BOARD Refer to the PERSONNEL BOARD
14. [78965](#) Results for America update and review of Position Study Equity Analysis
Legislative History
 7/19/23 Human Resources Refer to the PERSONNEL BOARD
 Department
15. [78976](#) Overview of New Budget Process
Legislative History
 7/19/23 Human Resources Refer to the PERSONNEL BOARD
 Department

ADJOURNMENT