



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Agenda - Approved PERSONNEL BOARD

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

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Thursday, January 26, 2023

1:30 PM

Virtual

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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](mailto: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: 886 0099 7101**

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) 266-4615, [jdayne@cityofmadison.com](mailto: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. [75720](#) Public Comment (1/26/23 Personnel Board Meeting)

**NEW BUSINESS**

2. [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

3. [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 \(1-2023\) - copyedited.pdf](#)

**Legislative History**

1/10/23	Human Resources Department	Referred for Introduction 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

4. [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

5. [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

6. [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

7. [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

8. [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
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9. [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
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1/17/23	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

10. [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

**Attachments:** [PB Memo Streets Public Works Laborer program.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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11. [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 Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
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12. [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 Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
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13. [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 Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
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14. [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 Department Finance Committee (1/30/23), Personnel Board (1/18/23), Common Council (2/7/23)	Referred for Introduction
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15. [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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**ADJOURNMENT**