



City of Madison

City of Madison
Madison, WI 53703
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?*

Wednesday, June 5, 2024

1:30 PM

Virtual

The City of Madison is holding the Personnel Board meetings virtually in 2024.

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: 873 5447 6006

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 peb 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 4/17/24 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

1. [83591](#) Public Comment (6/5/24 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. [83592](#) Recreate the 1.0 FTE position #1235 of Engineering Program Specialist 1 (CG16, R17) as a GIS Specialist 3 (CG18, R10).
Sponsors: Director of Human Resources
Attachments: [PB Memo TE Eng Program Specialist 1.pdf](#)
[PD TE Program Specialist 1.pdf](#)
Legislative History

5/23/24	Human Resources Department	Referred for Introduction
	Finance Committee (6/10/24), Personnel Board (6/5/24), Common Council (6/18/24)	
3. [83593](#) Recreate the 1.0 FTE position #3189 of Planning GIS Specialist (CG18, R9) as a GIS Specialist 3 (CG18, R10) and reallocate the employee to the new position.
Sponsors: Director of Human Resources
Attachments: [PB Memo Planning GIS Spec.pdf](#)
[PD Planning GIS Specialist.pdf](#)
Legislative History

5/23/24	Human Resources Department	Referred for Introduction
	Finance Committee (6/10/24), Personnel Board (6/5/24), Common Council (6/18/24)	
4. [83594](#) Create a new classification of Transit Administrative Clerk in CG42, R09 in the salary schedule. Recreate one Transit Customer Service Representative position (#TBD) from CG42, R07 as a Transit Administrative Clerk in CG 42, R09 and fill through an internal, competitive posting and selection process.
Sponsors: Director of Human Resources
Attachments: [PB memo Transit Administrative Clerk 5.20.24.docx](#)
[Transit Administrative Clerk class spec 4.17.24.doc](#)
[Transit Administrative Clerk PD.docx](#)
Legislative History

5/23/24	Human Resources Department	Referred for Introduction
	Finance Committee (6/10/24), Personnel Board (6/5/24), Common Council (6/18/24)	

5. [83595](#) Recreate positions #'s 706 and 772 of Account Clerk 3, position #721 of Financial Operations Leadworker, and position #4556 of Administrative Clerk 1 as Accounting Technician 2's in CG 20, Range 14 in the Finance operating budget and reallocate the employees.

Sponsors: Director of Human Resources

Attachments: [PB Memo - Finance Department CG20 Positions.pdf](#)

Legislative History

5/23/24 Human Resources Department Referred for Introduction
Finance Committee (6/10/24), Personnel Board (6/5/24), Common Council (6/18/24)

6. [83596](#) Recreate vacant position #732 of Administrative Clerk 1 as Accountant 2 in CG 18, Range 08 in the Finance operating budget.

Sponsors: Director of Human Resources

Attachments: [PB Memo - Finance Department CG20 Positions.pdf](#)

Legislative History

5/23/24 Human Resources Department Referred for Introduction
Finance Committee (6/10/24), Personnel Board (6/5/24), Common Council (6/18/24)

DISCUSSION ITEMS

7. [83647](#) Personnel Board Report on position studies approved through authorized administrative actions.

Attachments: [2024 PB Report June Mtg.pdf](#)
[Admin Action - EDD_RES_PCN692.pdf](#)
[Admin Action - Parks LA3.pdf](#)
[Admin Action - MPD PA2.pdf](#)
[Admin Action - DOT PIO2.pdf](#)

Legislative History

5/28/24 Human Resources Department Refer to the PERSONNEL BOARD

ADJOURNMENT