



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

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Wednesday, September 2, 2009

12:00 PM

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

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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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.

Please contact Denise Nettum in Human Resources at 608-266-4615;  
TTY/Texnet 866-704-2340.

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

*Minutes of the July 8, 2009 & July 13, 2009 meeting.*  
<http://legistar.cityofmadison.com/calendar/#current>

PUBLIC COMMENT

## NEW BUSINESS

1. [15099](#) Accepting the report and recommendations of the Common Council Organizational Committee Subcommittee to Review City Hiring Practices and Policies.

**Sponsors:** Michael Schumacher

**Attachments:** [Final Report CCOC Subcommittee to Review Hiring Practices Policies](#)

[Final Report w/attachments CCOC Subcommittee to Review Hiring Practices Policies](#)

**Legislative History**

6/10/09	Council Office Common Council Organizational Committee, Personnel Board	Referred for Introduction
6/16/09	COMMON COUNCIL Additional Referral(s): Personnel Board	Referred to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE
6/16/09	COMMON COUNCIL ORGANIZATIONAL COMMITTEE	Refer to the PERSONNEL BOARD

2. [15279](#) Approving and adopting the City of Madison Personnel Rules, revised 2009.

**Sponsors:** David J. Cieslewicz

**Attachments:** [PerRules Final Draft July 2009.pdf](#)

[1970 Rules.pdf](#)

[Memo to Councilpersrules.pdf](#)

[PerRules Final Draft July 13 2009.pdf](#)

[PerRules Per Board sugg7-13-09.pdf](#)

**Legislative History**

7/14/09	Human Resources Department Personnel Board, Board of Estimates	Referred for Introduction
7/21/09	COMMON COUNCIL Additional Referral(s): Board of Estimates	Referred to the PERSONNEL BOARD
7/21/09	PERSONNEL BOARD	Refer to the BOARD OF ESTIMATES
7/27/09	BOARD OF ESTIMATES	Return to Lead with the Recommendation for Approval to the PERSONNEL BOARD

3. [15771](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of "Engineering Financial Officer" in Compensation Group 18, Range 10 and creating the classification of "Engineering Financial Manager" in Compensation Group 18, Range 12, thereof.

**Sponsors:** David J. Cieslewicz

**Legislative History**

8/24/09 Attorney's Office/Approval Referred for Introduction  
Group  
Board of Estimates; Personnel Board

4. [15748](#) Recreating the Engineering Financial Officer position (18-10) in Engineering as an Engineering Financial Manager (18-12), and reallocating the incumbent to the new position.

**Sponsors:** David J. Cieslewicz  
**Attachments:** [EngineeringFinancialMgrClassDescr.pdf](#)  
[StudyEngFinancialOfcrmemo2.pdf](#)  
[EngineerFinancialposdesc.pdf](#)

**Legislative History**

8/21/09 Human Resources Referred for Introduction  
Department  
Board of Estimates, Personnel Board

5. [15749](#) Reclassifying the existing position of Personnel Technician 2 (#859) in HR as an HR Analyst 1, and reallocating the incumbent to the new classification and pay range.

**Sponsors:** David J. Cieslewicz  
**Attachments:** [HRAnalyst1ClassDescr.pdf](#)  
[possdescr.pdf](#)  
[PerTech2Report.doc](#)

**Legislative History**

8/21/09 Human Resources Director Referred for Introduction  
Board of Estimates, Personnel Board

6. [15756](#) Reclassifying the existing position of Program Assistant 2 (#868) in HR as an Administrative Assistant, and reallocating the incumbent to the new classification and pay range.

**Sponsors:** David J. Cieslewicz  
**Attachments:** [PD Pilsnerpsdesc.pdf](#)  
[ProgAssist2memo.pdf](#)

**Legislative History**

8/21/09 Human Resources Referred for Introduction  
Department  
Board of Estimates, Personnel Board

7. [15757](#) Recreating an Administrative Clerk 1 position (#2545) in Police as a Program Assistant 1 and reallocating the incumbent to the new position.

**Sponsors:** David J. Cieslewicz  
**Attachments:** [PB Memo AdminClerk to PA1.pdf](#)  
[PD Admin Clerk Police.pdf](#)

**Legislative History**

8/21/09 Human Resources Referred for Introduction  
Department  
Board of Estimates, Personnel Board

**ADJOURNMENT**