



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, December 4, 2013

12:00 PM

210 Martin Luther King, Jr. Blvd.
Room 103A (City-County Building)

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.

Please contact Bill Wick, Human Resources, 608-266-4615,
wwick@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the November 6, 2013 meeting:
<http://madison.legistar.com/Calendar.aspx>

PUBLIC COMMENT

Limit to three (3) minutes each person.

DISCLOSURES AND RECUSALS

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

STATEMENT OF INTEREST

The City's Ethics Code, sec. 3.35(9)(h)1, MGO, provides that after the Clerk sends out the below notice:

"Staff to all boards, commissions and committees shall place the Statement of Interest form completion on the agenda for the next meetings of the board, commission or committee and shall seek to have all members complete and file the Statement of Interest."

NEW BUSINESS

1. [32251](#) Recreate the 1.0 FTE position of Architect 3, #4309 (occupied by B. Cooper), in CG18-10, as an Architect 4, CG18-12 in the Engineering Division budget. Reallocate the respective incumbent of position #4309 to the new position.

Sponsors: Paul R. Soglin

Attachments: [PBMemo Architect 3-Cooper 11-2013.pdf](#)

[Architect1-4.pdf](#)

[Architect 4 PD - Cooper.pdf](#)

Legislative History

11/20/13 Human Resources Referred for Introduction
Department
Board of Estimates 1/13/14, Personnel Board 12/4/13

2. [32293](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of "Golf Clubhouse Supervisor" in Compensation Group 18, Range 03.

Sponsors: Paul R. Soglin

Legislative History

11/22/13 Attorney's Office/Approval Referred for Introduction
Group
Board of Estimates, Personnel Board

3. [32254](#) Classifying the new position of Golf Clubhouse Supervisor, in the 2014 Parks Division budget, in CG18, Range 3, and recreating the new position in the appropriate Compensation Group and Range.

Sponsors: Paul R. Soglin

Attachments: [PBMemo GolfPro 80 FTE FINAL.pdf](#)

[Golf Clubhouse Supe.pdf](#)

[PD Golf Pro Final .pdf](#)

Legislative History

11/21/13 Human Resources Referred for Introduction
Department
Board of Estimates 1/13/14, Personnel Board 12/4/13

4. [32262](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by creating the classification of "Marketing and Communications Specialist" in Compensation Group 18, Range 04.

Sponsors: Paul R. Soglin

Attachments: [Marketing and Communications Specialist](#)

[Personnel Board Memo](#)

[Position description](#)

Legislative History

11/21/13 Attorney's Office/Approval Referred for Introduction
Group
Board of Estimates, Personnel Board

ADJOURNMENT