



# 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 7, 2016

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 immediately.

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Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntaub ntawv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Please contact Denise Nettum, Human Resources, 266-4615,  
[dnettum@cityofmadison.com](mailto:dnettum@cityofmadison.com)

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

Approve the minutes of the July 20, 2016 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.

### NEW BUSINESS

- 44248** Delete the classification of Food and Alcohol Policy Administrator in CG 18, Range 10 (Class Code H244) and create the classification of Food Policy Administrator in the same CG and Range. Recreate and retitle the position #4004 of 1.0 FTE Food and Alcohol Policy Administrator in CG18, Range 10 as Food Policy Administrator in CG 18, Range 10, in the Mayor's operating budget; and reallocate the incumbent, G. Reistad, to the new position.

Sponsors: Paul R. Soglin

Attachments: [PBMemo Food Policy retitle 9-2016.pdf](#)

Legislative History

8/29/16 Human Resources Referred for Introduction  
Department  
Board of Estimates (September 12, 2016 meeting), Personnel Board (September 7, 2016 meeting), Common Council (September 20, 2016 meeting).

2. [44143](#) Recreating position #4353 currently occupied by P. Shivakumar from a 1.0 FTE Transit Scheduling/Data Assistant (CG42, R10) to a 1.0 FTE Transit Assistant Scheduler Planner, (CG44, Range 07) in the Metro Transit Department budget.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Transit Data Scheduling Asst 9-2016.pdf](#)

[Transit.pdf](#)

[Transit Scheduling Data Assistant 2016 PD.pdf](#)

**Legislative History**

8/19/16 BOARD OF ESTIMATES Referred for Introduction  
Board of Estimates (September 12, 2016 meeting), Personnel Board (September 7, 2016 meeting), Common Council (September 20, 2016).

3. [44125](#) Delete the position #1132 of Administrative Clerk 2 in CG20, R11; and recreate it as a Program Assistant 2 in CG20, R12 (Class Code J071) in the permanent salary detail of the Engineering Division budget. Reallocate the incumbent (C. Hemenway) to the new position.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Admin Clerk Eng \(CHemenway\) 7-2016 v3.pdf](#)

[Program Assistant 2CD 9-2015.pdf](#)

**Legislative History**

8/17/16 Human Resources Referred for Introduction  
Department  
Board of Estimates (September 12, 2016 meeting), Personnel Board (September 7, 2016 meeting), Common Council (September 20, 2016 meeting).

4. [44162](#) Create the hourly classification of Helper in CG71-00, to be paid \$14.81/hr.

**Sponsors:** Paul R. Soglin

**Attachments:** [PB Memo Trades Hourly Helper.pdf](#)

**Legislative History**

8/22/16 Human Resources Referred for Introduction  
Department  
Board of Estimates (September 12, 2016 meeting), Personnel Board (September 7, 2016 meeting), Common Council (September 20, 2016 meeting).

5.      **44194**      Delete the classification of "Business Development Specialist" (CG18, R12, class H026), and create the classifications of "Business Development Specialist 1" (CG18, R6), "Business Development Specialist 2" (CG18, R8), "Business Development Specialist 3" (CG18, R10), and "Business Development Specialist 4" (CG18, R12). Recreate the vacant position #620 from a 1.0 FTE Economic Development Program Coordinator (CG16, R7) to a 1.0 FTE Business Development Specialist 2, (CG18, Range 08). Recreate and retitle the position #701 of 1.0 FTE "Business Development Specialist" (CG18, R12) as "Business Development Specialist 4" (CG18, R12), in the Economic Development Division budget and reallocate the incumbent, R. Rohlich, to the new position.

**Sponsors:**      Paul R. Soglin

**Attachments:**      [PB Memo BDS 1-4 9-2016.pdf](#)

[BDS classdesc 1-4.pdf](#)

[EDD 4-25-16.pdf](#)

**Legislative History**

8/23/16

Human Resources  
Department

Referred for Introduction

Board of Estimates (September 12, 2016 meeting), Personnel Board (September 7, 2016 meeting), Common Council (September 20, 2016 meeting).

6.      [44144](#)      Delete the hourly classifications of Library Page 1 (Class #N001) and Library Page 2 (Class #N002) and create the new hourly classification of Library Page in CG31. Delete position #537 of Library Page 1. Recreate position #531 of Library Page 2 as an hourly Library Page in CG31 and retitle all incumbents of positions 537 and 531 as Library Page.

**Sponsors:**      Paul R. Soglin

**Attachments:**      [PB Memo Library Page retitle 9-2016.pdf](#)

**Legislative History**

8/19/16

Human Resources  
Department

Referred for Introduction

Board of Estimates (September 12, 2016 meeting), Personnel Board (September 7, 2016 meeting), Common Council (September 20, 2016 meeting).

**ADJOURNMENT**