



City of Madison

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

Agenda - Approved PERSONNEL BOARD

Wednesday, May 3, 2017

3:30 PM

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

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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.

608-266-4615

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the March 8, 2017 meeting of the Personnel Board:
<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

- 1 [46987](#) Create the classification of Fleet Maintenance Program Administrator (CG15, R11). Recreate position #1167 of Automotive Maintenance Worker 3 as a Fleet Maintenance Program Administrator in the Fleet Services operating budget and reallocate the incumbent (D. Binger) to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Auto Maint Wkr 3 5-2017.pdf](#)

[Class Description.pdf](#)

[PD Fleet Maintenance Admin 5-2017.pdf](#)

Legislative History

4/21/17 Human Resources Referred for Introduction
 Department
 Finance Committee 5/8/17, Personnel Board 5/3/17

- 2 [46933](#) Recreate the position #1115 of Surveyor 2 in CG18, R08 to a Public Works Development Manager 2 CG18, R12 (Class Code H274) in the permanent salary detail of the Engineering Division budget. Reallocate the incumbent (J. Quamme) to the level of Public Works Development Manager 1 in CG 18, R10 (class code: H273).

Sponsors: Paul R. Soglin

Attachments: [PB Memo Surveyor 2 Eng \(Quamme\) 5-2017.pdf](#)
[Public Works Development Mgr 1-2 4-2017.pdf](#)

Legislative History

4/19/17 Human Resources Referred for Introduction
 Department
 Finance Committee 5/8/17, Personnel Board 5/3/17

- 3 [46934](#) Recreating position #780 from a 1.0 FTE Accounting Technician 2 (CG 20, Range 14) to a 1.0 FTE Accounting Technician 3 (CG 20, Range 16-class number J001) in the Finance Department budget and reallocating the incumbent, W. Murkve, to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Accounting Tech 2 5-2017.pdf](#)
[Position Description.pdf](#)

Legislative History

4/19/17 Human Resources Referred for Introduction
 Department
 Finance Committee 5/8/17, Personnel Board 5/3/17

- 4 [46884](#) Delete the classification of Water Quality Aide (class code: F162; CG16, R9) and create the classifications of Water Quality Sampler 1 (CG16, R9), Water Quality Sampler 2 (CG16, R11), and Water Quality Sampler 3 (CG16, R13). Recreate position #1850 as a Water Quality Sampler 3 in the Water Utility operating budget and reallocate the incumbent (K. Miller) to the new position. Recreate position #1774 as a Water Quality Sampler 2, and, if filled, reallocate the incumbent to the level of Water Quality Sampler 1, all in the Water Utility operating budget.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Water Quality Aide 5-2017.pdf](#)
[Water Quality Sampler 1-3.doc](#)

Legislative History

4/14/17 Human Resources Director Referred for Introduction
 Finance Committee (May 8, 2017 meeting), Personnel Board (May 3, 2017 meeting),
 Common Council (May 16, 2017 meeting).

- 5 [46931](#) Delete the classification of Field Service Leadworker in CG16, R15 (Class Code F059), and create the classifications of Field Service Leadworker 1 in CG16, R14 and Field Service Leadworker 2 in CG16, R15. Delete the 1.0 FTE position (#1853) of Field Services Leadworker in CG16, R15 and recreate it as

a Field Service Leadworker 2 in the same comp group and range and reallocate the incumbent, A. Mazzara to the new position. Delete the vacant position of Field Service Representative 3 in CG16, R13, position # 1881, and recreate it as a Field Service Leadworker 1, CG16, R14, all in the Water Utility budget.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Field Service Leadworker 1 2 5-2017.pdf](#)

[Field Service Leadworker 1-Class Spec.pdf](#)

[Field Service Leadworker 2-Class Spec.pdf](#)

[Field Service Leadworker 1-PD.pdf](#)

[Field Service Leadworker 2-PD.pdf](#)

[Organizational Chart \(2\).pdf](#)

Legislative History

4/19/17 Human Resources Referred for Introduction
Department
Finance Committee 5/8/17, Personnel Board 5/3/17

- 6 [46883](#) Delete the classification of Traffic Engineering Development Specialist in CG18, R11. Delete the 1.0 FTE position (#1214) of Traffic Engineering Development Specialist in CG18, R11 and recreate it as a Computer Mapping/GIS Coordinator in CG18, R13 (Class H283) in the Traffic Engineering operating budget and reallocate the incumbent E. Halvorson to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo TE Development Specialist 5-2017.pdf](#)

[Class Specs-Computer Mapping GIS Coordinator 8-2016.pdf](#)

[Traffic Engineering Development Specialist-PD.pdf](#)

[TE_PKG_ORGCHART-03 26 17.pdf](#)

Legislative History

4/14/17 Human Resources Referred for Introduction
Department
Finance Committee (May 8, 2017 meeting), Personnel Board (May 3, 2017 meeting),
Common Council (May 16, 2017 meeting).

- 7 [46935](#) Recreate position #1192, 1.0 FTE Program Assistant 1 in (CG 17, R11) as an Account Technician 2 (CG20, R14) in the Traffic Engineering Operating Budget and reallocate the incumbent (C. Haskin) to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Account Tech 2 \(C. Haskin\) and Admin Clerk \(H. Hart\) 5-2017.pdf](#)

[Account Technician 2-PD \(TE\).pdf](#)

[TE Org Chart 2017.pdf](#)

Legislative History

4/19/17 Human Resources Referred for Introduction
Department
Finance Committee 5/8/17, Personnel Board 5/3/17

- 8 [46936](#) Recreate position #1237, 1.0 FTE Administrative Clerk 1 in (CG 20, R09) as a Program Assistant 1 (CG20, R11) in the Traffic Engineering Operating Budget and reallocate the incumbent (H. Hart) to the new position.

Sponsors: Paul R. Soglin

Attachments: [PB Memo Account Tech 2 \(C Haskin\) and Admin Clerk \(H Hart\) 5-2017.pdf](#)
[Program Assistant 1-PD \(TE\).pdf](#)
[TE Org Chart 2017.pdf](#)

Legislative History

4/21/17	Human Resources Department Finance Committee 5/8/17, Personnel Board 5/3/17	Referred for Introduction
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ADJOURNMENT