



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, January 6, 2021

3:30 PM

Virtual
Room 206 (Madison Municipal Building)

The City of Madison is holding the Personnel Board meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

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 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)
Meeting ID: 912 9156 9985

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 Brooke Gillitzer in Human Resources at 608-266-4615, bgillitzer@cityofmadison.com

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

1. [63499](#) Public Comment (1/6/21 Personnel Board Meeting)

DISCLOSURES AND RECUSALS

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

APPROVAL OF MINUTES

Approve the minutes of the September 2, 2020 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

NEW BUSINESS

2. [63439](#) Delete the classifications of Legal Secretary 1 (CG20, R10) and Legal Secretary 2 (CG20, R11), and create the classifications of Legal Administrative Assistant 1 in CG20, Range 10 and Legal Administrative Assistant 2 in CG20, Range 11. Recreate positions 20, 26 and 3261 from 1.0 FTE Legal Secretary 2 (CG20, R11), currently occupied by D. Schuld, P. Mendez-Smith and vacant, respectively, all to 1.0 FTE Legal Administrative Assistant 2 (CG20, R11) in the Office of the City Attorney budget and reallocate the incumbents to the new positions.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Legal Secretary.pdf](#)

Legislative History

12/15/20	Human Resources Department	Referred for Introduction
Finance Committee (1/11/21), Personnel Board (1/6/21), Common Council (1/19/21).		

3. [63483](#) Recreate the 1.0 FTE position #657 of Information Clerk (CG20, R7), currently occupied by K. Mooney, as Administrative Clerk 1 (CG20, R9) in the Building Inspection Division budget and reallocate the incumbent to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo BI Info Clerk.pdf](#)

[PD BI Admin Clerk.pdf](#)

Legislative History

12/21/20	Human Resources Department	Referred for Introduction
Finance Committee (1/11/21), Personnel Board (1/6/21), Common Council (1/19/21).		

4. [63444](#) Recreate position #3636, Facilities Maintenance Worker (CG 16, R 9) into a Maintenance Mechanic 2 (CG 16, R15) within the Parks Division, and reallocate incumbent C. Norquist to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Parks MM2-12-7-2020.pdf](#)

Legislative History

12/16/20 Human Resources Referred for Introduction
Department
Finance Committee (1/11/21), Personnel Board (1/6/21), Common Council (1/19/21).

5. [63484](#) Recreate position #1856 from an Account Clerk 3 (CG20, R11) to an Accounting Technician 3 (CG20, R16) in the Water Utility operating budget and reallocate the incumbent (K. Jabas) to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Account Tech 3 12-2020.pdf](#)

Legislative History

12/21/20 Human Resources Referred for Introduction
Department
Finance Committee (1/11/21), Personnel Board (1/6/21), Common Council (1/19/21).

ADJOURNMENT