



City of Madison

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

Agenda - Approved

PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

Monday, February 15, 2021

5:00 PM

Via Virtual Meeting

NOTE: Quorum of the Common Council may be present at this meeting.

The City of Madison is holding the President's Work Group to Review & Revise the Chief of Staff Position Description meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

1. **Written Comments:** You can send comments on agenda items to lveldran@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: 953 4110 8414

Interpretation/Translation Information

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.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

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.

Contact: Lisa Veldran, Legislative Services, Common Council Office, (608) 266-4071 or lveldran@cityofmadison.com

1. **CALL TO ORDER / ROLL CALL**

2. **ELECTION OF CHAIR / VICE-CHAIR**

3. **[64156](#) PUBLIC COMMENT (2/15/21)**
Public Comment is permitted for up to three (3) minutes.

4. **DISCLOSURES AND RECUSALS**

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

DISCUSSION ITEMS

5. **[64161](#)** Overview of Common Council Office Structure
Attachments: [Council Chief of Staff PD Class Specs.pdf](#)
[Legislative Management Systems Specialist PD Class Specs.pdf](#)
[Council Legislative Analyst PD Class Specs.pdf](#)
[Program Assistant 2 PD Class Specs.pdf](#)
6. **[64167](#)** Survey Data Review (Council Chief of Staff)
Attachments: [January 2021 Alder Survey Results.pdf](#)
[February 15 2020 CC Chief of Staff Qualitative Information.pdf](#)
[December 09 2019 Alder Survey Results.pdf](#)
[December 09 2019 Department Division Head Individual Answers to Survey.pdf](#)

7. [64174](#) Common Council Chief of Staff Equitable Hiring Tool Discussion

Attachments: [RESJ Equitable Hiring Tool.pdf](#)

8. NEXT STEPS / FUTURE MEETING DATES

9. ADJOURNMENT