



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 19, 2022

3:30 PM

Virtual

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: 893 1027 4147

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 Katarina Klafka in Human Resources at (608) 266-4615, kklafka@cityofmadison.com.

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Approve the minutes of the November 17, 2021 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

1. [69313](#) Public Comment (1/19/22 Personnel Board Meeting)

DISCLOSURES AND RECUSALS

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

NEW BUSINESS

2. [69125](#) Delete the classification of "Parking Maintenance Supervisor" (CG18, R6) and create the classification of "Parking Maintenance Supervisor" in CG18, R7. Recreate the vacant 1.0 FTE position #1304 as "Parking Maintenance Supervisor" (CG18, R7), within the Parking Division Operating Budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Parking Maint Supervisor.pdf](#)
[parkingmaintenancesupvfinaldraft_SJT edits Nov2021 Tracked Changes Accep](#)
[parkingmaintenancesupvfinaldraft_SJT editsNov2021.docx](#)

Legislative History

1/5/22	Human Resources Department	Referred for Introduction
	Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)	
3. [69227](#) Delete the classification of Assistant Streets Superintendent in CG 18, Range 15; and recreate the classification in CG 18, Range 16 of the salary schedules. Recreate position #1700 into the new classification and range; and reallocate the incumbent, S. Schultz in the Streets Division operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Asst Streets Supe 1-2022 Final.pdf](#)
[PD StUF Asst Supt 1-20.pdf](#)

Legislative History

1/11/22	Human Resources Department	Referred for Introduction
	Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)	
4. [69204](#) Recreate position #4506 as a Parks Financial and Administrative Manager in CG 18, Range 12 in the Parks operating budget and reallocate the incumbent, J. Vang, to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo - Accountant 3.pdf](#)
[Acct 3 PD.pdf](#)
[Parks Financial and Administrative Manager PD.pdf](#)

Legislative History

1/11/22 Human Resources Referred for Introduction
 Department
 Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)

5. [69205](#) Delete position #720 of Program Assistant 1 in Compensation Group 20, Range 11 in the Assessor's Office operating budget; and recreate the position as a Data Analyst 2 in Compensation Group 18, Range 08.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo - Data Analyst Assessors Office.pdf](#)
[Data Analyst 2 Assessor Office PD.pdf](#)

Legislative History

1/11/22 Human Resources Referred for Introduction
 Department
 Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)

6. [69281](#) Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, R11 of the salary schedule. Recreate position numbers 711, 735, 4466, 4793 to new Municipal Clerk 2 classification, and reallocate the incumbents to the new CG and Range. Delete the classification of Certified Municipal Clerk in CG20, R11 and recreate the classification in CG20, R13 of the salary schedule. Recreate position numbers 708, 4047, 714, 743 to the new Certified Municipal Clerk classification and reallocate the incumbents to the new CG and Range.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo-Municipal Clerk Series-Final.pdf](#)
[Cert Mun Clerk Position Description NEW.pdf](#)
[Mun Clerk I Position Description NEW.pdf](#)
[Mun Clerk II Position Description NEW.pdf](#)

Legislative History

1/12/22 Human Resources Referred for Introduction
 Department
 Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)

7. [69282](#) Create a new classification of Deputy City Clerk in CG18, R7, and delete position #4651 from the Administrative Supervisor (CG18, R3) classification. Recreate the position as Deputy City Clerk and reallocate the incumbent.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo-Municipal Clerk Series-Final.pdf](#)
[Deputy Clerk Position Description NEW \(002\).pdf](#)

Legislative History

1/12/22 Human Resources Referred for Introduction
 Department
 Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)

8. [68212](#) Delete the classification of Parking Asset/GIS Coordinator in CG18, R10, and recreate the classification in CG18, R12 of the salary schedule. Recreate

position number #4545 to a Parking Asset/GIS Coordinator in the new compensation group and range; and reallocate incumbent C. Little into the new position effective March 21, 2021 in the Parking Division operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Parking Asset GIS Coord 11-2021.pdf](#)
[Parking Asset GIS Coord 11-2021 Review Request.pdf](#)
[Parking Asset GIS Coordinator Position Study FINAL 1-22.pdf](#)

Recommend to Council to Place on File, or Recommend to Council to Place on File Without Prejudice.

Legislative History

11/3/21	Human Resources Department Finance Committee (11/22/2021), Personnel Board (11/17/2021), Common Council (12/7/2021)	Referred for Introduction
11/16/21	COMMON COUNCIL Additional referral to Personnel Board (11/17/21)	Referred to the FINANCE COMMITTEE
11/16/21	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD
11/17/21	PERSONNEL BOARD	Refer to the PERSONNEL BOARD

ADJOURNMENT