



City of Madison

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

Agenda - Amended PERSONNEL BOARD

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, September 21, 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 will 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)

Webinar ID: 821 0444 7475

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 pab 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 July 20, 2022 meeting of the Personnel Board:
<http://madison.legistar.com/Calendar.aspx>

1. [73730](#) Public Comment (9/21/22 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. [73714](#) Delete the classification of Section 8 Inspector in CG 16, Range 9 and recreate the classification in CG 16, Range 13 of the salary schedule. Recreate position numbers #1004 and #3775 in the new classification of Section 8 Inspector, and reallocate employees.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Section 8 Inspector-Final.pdf](#)
[Section 8 inspector Class Spec.pdf](#)

Legislative History

9/14/22	Human Resources Department Finance Committee (9/28/22), Personnel Board (9/21/22), Common Council (10/11/22)	Referred for Introduction
9/20/22	COMMON COUNCIL Additional Referral to Personnel Board (9/21/22)	Refer to the FINANCE COMMITTEE
9/20/22	FINANCE COMMITTEE	Referred to the PERSONNEL BOARD

3. [73717](#) Delete the classification of Madison Arts Program Administrator in CG18, R10. Create a new classification of Arts and Culture Administrator in CG18, R12. Recreate position #632 as an Arts and Culture Administrator, and reallocate employee into the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Arts and Culture Administrator 3-2022 Final.pdf](#)
[Wolf reclass appeal \(redacted\).pdf](#)
[Wolf Appeal Response.pdf](#)
[Wolf Reclass - Proposed New PD \(02MAR21\).docx](#)
[Wolf Reclass - Additional Information \(01MAR21\).docx](#)

Legislative History

9/14/22	Human Resources Department Finance Committee (9/28/22), Personnel Board (9/21/22), Common Council (10/11/22)	Referred for Introduction
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4. [73716](#) Delete the classification of Water Utility Operations Leadworker in CG16, R15 and recreate the classification in CG16, R 16 of the salary schedule. Recreate positions #1812, 1813, 1832, 1833, and 1849 of Water Utility Operations Leadworker into the new range; and reallocate employees respectively.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo Water Utility Operations Leadworker 9-2022.pdf](#)
- Legislative History**
- | | | |
|---------|--|---------------------------------|
| 9/14/22 | Human Resources
Department
Finance Committee (9/28/22), Personnel Board (9/21/22), Common Council (10/11/22) | Referred for Introduction |
| 9/20/22 | COMMON COUNCIL
Additional Referral to Personnel Board (9/21/22) | Refer to the FINANCE COMMITTEE |
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5. [73728](#) Create a new classification of Assistant Information Technology Director in CG18, R17. Recreate the current position (#831) of IT Application Development Manager as an Assistant Information Technology Director.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo Assistant IT Director 2022.pdf](#)
[Assistant IT Director PD.docx](#)
- Legislative History**
- | | | |
|---------|--|---------------------------------|
| 9/14/22 | Human Resources
Department
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6. [73722](#) Recreate the 1.0 FTE position #3326 of Monona Terrace Assistant Operations Supervisor (CG18, R4) as a Monona Terrace Assistant Operations Manager (CG18, R5), in the Monona Terrace Operating Budget; and reallocate the incumbent, R. Vela, to the new position.
- Sponsors:** Satya V. Rhodes-Conway
- Attachments:** [PB Memo MT Asst Ops Supervisor.pdf](#)
[PD MT Asst Ops Manager.doc](#)
- Legislative History**
- | | | |
|---------|--|---------------------------------|
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7. [73721](#) Create the new classification of "CDA Admissions and Eligibility Supervisor" in CG18, R5. Recreate the 1.0 FTE position #997 as "CDA Admissions and Eligibility Supervisor" (CG18, R5) and reallocate the incumbent, K. Kennedy to

the new position, within the Housing Operating Budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Housing Admin Supervisor.pdf](#)

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8. [73723](#) Recreate positions #1003, 1006, 1016 and 1032 from 1.0 FTE Housing Maintenance Workers (CG16, R10) to 1.0 FTE Maintenance Mechanic 1s (CG16, R13) within the Housing Operating Budget; and reallocate the incumbents, S. Schumacher, B. Seiberlich, K. Schultz and I. Hall, respectively, to the new positions.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Housing Maintenance Workers.pdf](#)
[CDA Maintenance Career Ladder Program.pdf](#)

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9. [73718](#) Recreate position #2568 of Administrative Assistant as an Administrative Supervisor in CG 18, Range 03 and reallocate the employee, A. Cains, to the new position.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Administrative Assistant - Police.pdf](#)

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10. [73719](#) Delete the current Step 1 and Step 2 of the Compensation Group 23 salary schedule. Recreate the current Steps 3 through 16 of the salary schedule as Steps 1 through 14. Reallocate employee J. Donker (position # 24) to the new Step 1. Reallocate all other incumbents to the new Step that is equivalent to their existing salary in the salary schedule.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Assistant City Attorneys.pdf](#)

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11. [73724](#)

Recreate the 1.0 FTE position #1095 of Public Works Foreperson as a Public Works Foreperson 2 and reallocate the employee, S. King, to the new position, within the Engineering Division operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo PW Foreperson 2 FINAL 9-2022.pdf](#)

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12. [73726](#)

Create a new classification of Transit Human Resources Manager in the CG44, Range 12 of the salary schedule. Recreate position #2902 of Marketing/Customer Service General Supervisor into the new classification, and in the permanent salary detail of Metro Transit's 2022 operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Transit HR Manager 09-2022 v2.pdf](#)
[Metro HR Manager class spec 9-2022.doc](#)

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13. [73727](#)

Recreate the 1.0 FTE position #4499 of Architect 3 as an Architect 4 and reallocate the employee, A. Scanlon, to the new position, within the Engineering Division operating budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Arch Eng Position Study 9-2022 v2.pdf](#)

Legislative History

9/14/22	Human Resources Department Finance Committee (9/28/22), Personnel Board (9/21/22), Common Council (10/11/22)	Referred for Introduction
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9/20/22 COMMON COUNCIL Refer to the FINANCE COMMITTEE
Additional Referral to Personnel Board (9/21/22)

9/20/22 FINANCE COMMITTEE Referred to the PERSONNEL BOARD

14. [72706](#) Position study appeal to Personnel Board by employee (K. Daane) of denial for reclassification request of Dispatcher at Water Utility.

Attachments: [Denial Memo Dispatcher 1-2021 FINAL.pdf](#)
[AppealLetter \(KDaane\).pdf](#)
[Daane WU Dispatch Appeal Response \(002\).pdf](#)

Legislative History

7/20/22 PERSONNEL BOARD Refer to the PERSONNEL BOARD

ADJOURNMENT