



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PERSONNEL BOARD

Wednesday, September 2, 2009

12:00 PM

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

CALL TO ORDER / ROLL CALL

Others present: Roger Allen, Susan Williams, Karl VanLith, Hillary Kirking, Kelli Lamberty, Lorie Olsen, Sue DeBolt, Sylvia Moss, Rob Phillips, Mike Lipski, Gail Glasser

Present: 5 -

Darold D. Lowe; Susan C. Paddock; Marcia J. Jezwinski; Eric D. Hands and Gary V. Martinelli

APPROVAL OF MINUTES

<http://legistar.cityofmadison.com/calendar/#current>

A motion was made by Jezwinski, seconded by Martinelli, to Approve the Minutes of July 8, 2009 and July 13, 2009. The motion passed by voice vote/other.

PUBLIC COMMENT

NEW BUSINESS

Upon request of Jezwinski and without objection by any member of the Board, the Board took up File IDs 15099 and 15279 last.

1. [15771](#) Amending Section 3.54(1)(b) of the Madison General Ordinances by deleting the classification of "Engineering Financial Officer" in Compensation Group 18, Range 10 and creating the classification of "Engineering Financial Manager" in Compensation Group 18, Range 12, thereof.

File IDs 15771 and 15748 were discussed at same time.

Motion made by Martinelli, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

2. [15748](#) Recreating the Engineering Financial Officer position (18-10) in Engineering as an Engineering Financial Manager (18-12), and reallocating the incumbent to the new position.

Michael Lipski described consideration of the Engineering Division request for study of the Engineering Financial Officer position. Recommendation was made for reclassification and reallocation to a new Engineering Financial Manager class. A recently studied position in the Parks Division (Parks Financial and Administrative Services Manager) has comparable

responsibilities for financial management. This study position does not share the administrative responsibility of the Parks position, but is comparable in level of responsibility for complex financial management of a large budget.

Motion made by Martinelli, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

3. [15749](#)

Reclassifying the existing position of Personnel Technician 2 (#859) in HR as an HR Analyst 1, and reallocating the incumbent to the new classification and pay range.

Michael Lipski summarized the classification study of the Human Resources Department Personnel Technician 2 position with employee benefits specialization. Consultant and former Human Resources Director Marian Walluks studied this HR position and another on the agenda because the positions report directly to either Compensation and Benefits Manager Michael Lipski or Human Resources Director Brad Wirtz. The position is recommended for reclassification to Human Resources Analyst 1, with reallocation of the incumbent, based on changes in scope of duties and level of responsibilities that are now professional in nature. Changes over 20 years have included ERISA, IRS requirements and the City's sick leave conversion policy. The position is recommended for placement at the Analyst 1 level without provision for higher-level responsibilities or automatic progression to the Analyst 2 level.

Discussion: Darold Lowe said the study report indicates that the employee is exercising fully developed professional skills and he questioned whether the position is professional in nature, and whether independent judgment and reference to confidentiality really make the position a professional position that should be in Compensation Group 18. Michael Lipski said CG 18 is the group reserved for professional, supervisory and managerial employees. Michael Lipski also explained the the report by M. Walluks discussed the professional nature of the position. Darold Lowe asked what about the position is confidential when benefits information is subject to open records requests. Michael Lipski cited access to employee social security numbers and other information that would be redacted if provided as part of response to an open records request. Marcia Jezwinski asked whether the position has Worker's Compensation responsibilities. Michael Lipski described coordinating and scheduling work assigned to the HR position, with Risk Management having primary responsibility for Worker's Compensation. Marcia Jezwinski asked about family leave responsibilities for the study position; Michael Lipski said the position reviews requests and medical documentation and makes recommendations to him for his review and determination. Darold Lowe asked whether professional positions require a college degree. Michael Lipski cited the class specification Training and Experience requirement for a degree, with provision for consideration of other combinations of training and experience in evaluation of requirements. Darold Lowe said he wonders how people can go to CG 18; he knows how some go there but not others. He said the question is whether the position should be a CG 16 position, and stated his belief that there are CG 18 positions that should be in CG 16. Marcia Jezwinski asked about CG 16; Michael Lipski explained that CG 16 is the main group of Local 60 represented field positions with a very broad range of responsibilities across many agencies. CG 20 is made up of Local 60 represented clerical positions.

A motion was made by Jezwinski, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

4. [15756](#)

Reclassifying the existing position of Program Assistant 2 (#868) in HR as an Administrative Assistant, and reallocating the incumbent to the new classification and pay range.

Michael Lipski presented the HR Program Assistant 2 position classification study also done by Marian Walluks. The position's reporting responsibility was changed to direct reporting to the Human Resources Director upon Brad Wirtz taking the position in 2007 and responsibility for a major city-wide program; the recently studied Program Assistant position in Information Technology had a similar change with responsibility for a major City-wide function, and was upwardly classified to Administrative Assistant. The same reclassification is recommended for this position. The major city function identified for the IT position was the e-recycling and records coordination with the State records center responsibility; a comparable duty for the currently studied position responsibility is its position control responsibility.

Marcia Jezwinski asked where the new work came from and who had done it previously. M Lipski said the study position has done the work in the past but has now been required to take on a larger role in the activity, since 2007 under direct supervision of the HR Director who started in that position in 2007. Darold Lowe asked how many people in the Human Resources Department have responsibility for collective bargaining matters, and said in response to M Lipski's identifying two Labor Relations positions and a confidential clerical position that there is an argument to be made that any additional work with confidential matters connected with collective bargaining would be more appropriate for CG 20. D Lowe said this raises a question for him of whether confidential work could be spread around. M Lipski said the study position has been a CG 17 position and changes have been in scope and level of responsibility. D Lowe said he doesn't know that all the people in CG 17 are confidential.

A motion was made by Paddock, seconded by Jezwinski, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

5. [15757](#)

Recreating an Administrative Clerk 1 position (#2545) in Police as a Program Assistant 1 and reallocating the incumbent to the new position.

Michael Lipski presented the study of the Administrative Clerk 1 position in the Police Department with responsibility for coordinating hiring processes for the department, setting up and scoring tests and interviewing, and coordinating training activities. The position is recommended for reclassification to Program Assistant 1.

A motion was made by Lowe, seconded by Martinelli, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

6. [15279](#) Approving and adopting the City of Madison Personnel Rules, revised 2009.

M Lipski described the Board of Estimates recommendation for a minor change in the Personnel Rules, that in Section XI. Review of the Rules, "Board" be "Personnel Board" in connection with review of the Rules at least every five years. R Allen said that the Council calls for the lead referral agency for an item to recommend a course of action to the Council, and this recommendation is consistent with that process. Motion made by G Martinelli, seconded by M Jezwinski, to accept the Rules with modifications proposed.

D Lowe said he was not on the Board and didn't approve the Rules; he didn't have the opportunity to review or comment; the Council has sent them back with a suggestion for modification. R Allen said it wasn't the Council but the Board of Estimates that made the recommendation; the Personnel Board will report to the Council. D Lowe said he's not sure he wants to vote on the Personnel Rules. S Paddock said he could abstain; R Allen agreed, and said that the board could separate the question so that it could vote on the amendment. D Lowe moved to separate, G Martinelli seconded. Motion passed on accepting the BOE recommendation. The Board returned to the main motion, above, to accept the Rules.

A motion was made by Martinelli, seconded by Jezwinski, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER . The motion passed by the following vote:

Ayes: 4 -

Susan C. Paddock; Marcia J. Jezwinski; Eric D. Hands and Gary V. Martinelli

Abstentions: 1 -

Darold D. Lowe

7. [15099](#) Accepting the report and recommendations of the Common Council Organizational Committee Subcommittee to Review City Hiring Practices and Policies.

M Lipski presented the item accepting the report and recommendations of the Common Council Organizational Committee Subcommittee to Review City Hiring Practices and Policies. Motion made by G Martinelli, seconded by S Paddock, to accept the report. M Jezwinski said the lengthy report identifies many things the HR Department has already done and asked about the need for more review. M Lipski said some parts of the report directly concern the Personnel Board. M Jezwinski said the Board may want to consider only sections on the Personnel Board. D Lowe asked about tabling the item for 30 or 60 days, and whether it has to go quickly to the Council, whether an alder or other party wants to move it along if the Board is not ready to comment. G Martinelli said the Board's not acting on the document doesn't affect HR's ability to act on it.

There was discussion on what the Board is expected to do with the report. M. Lipski said the Personnel Board could vote to accept the report, could offer comments on the report for the Common Council consideration, or could vote to reject the report. S Paddock said she can see only two things that are in the Board's purview, position descriptions and the role of the Personnel Board. M Lipski said the Board also has responsibility for the classification system. S

Paddock said evaluations, merit increases, other things never come to the Board and they are not in line to hear or decide. G Martinelli said the Board have just been asked to make comments. D Lowe said the Board has a right to comment, they don't have to listen. S Paddock said she is not opposed to tabling, she's just not sure that it's appropriate for the Board to comment. E Hands said there is a motion to be acted on. R Allen said the chair can ask whether there is an objection to removing the motion; E Hands did so, and there was no objection.

A motion was made by Lowe, seconded by Martinelli, to Table until the October meeting. The motion passed by voice vote/other.

D. Lowe Questioned on Personnel Rules

D Lowe said he has a question on the Personnel Rules, page 6, item B.2.a. providing for a class specification to be modified by the HR Director or designee without Personnel Board or Council approval where a classification specification is not adequately descriptive of the general duties and responsibilities or the knowledge, skills, and abilities of a position. M Lipski said that's correct, if nothing is changed in the classification system the Rules allow for change of the class specification by the HR Director. D Lowe said it's one thing not to have approval and another thing not to see the change. He cited use of "adequately" and not "substantially" in the text. He said that means that descriptions can be tinkered with, and said he doesn't see a reason why the Personnel Board can't see it. He asked to know the criteria the City of Madison uses to place workers in compensation groups. M Lipski said there had been Board discussion last December and January about criteria and the minutes should reflect that discussion. D Lowe requested that materials be sent to him.

ADJOURNMENT

A motion was made by Lowe, seconded by Jezwinski, to Adjourn. The motion passed by voice vote/other.