



# City of Madison

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

## Agenda - Approved PERSONNEL BOARD

Wednesday, November 4, 2009

12:00 PM

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

*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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.*

*Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.*

*Please contact Denise Nettum in Human Resources at 608-266-4615; TTY/Texnet 866-704-2340.*

### CALL TO ORDER / ROLL CALL

### APPROVAL OF MINUTES

*Minutes of the September 2, 2009 meeting.  
<http://legistar.cityofmadison.com/calendar/#current>*

### PUBLIC COMMENT

*Limited to 3 minutes each person.*

### NEW BUSINESS

1. [16128](#) Recreation of an Engineering Aide 1 position to an Engineering Aide 2 in the Traffic Engineering Division and reallocating the incumbent to the new position.

**Sponsors:** David J. Cieslewicz  
**Attachments:** [Eng Aide 2 class spec.pdf](#)  
[HalvorsonPosDesc PD.pdf](#)  
[Memo.pdf](#)

**Legislative History**

9/29/09	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
10/6/09	COMMON COUNCIL	Referred to the BOARD OF ESTIMATES
10/7/09	BOARD OF ESTIMATES	Refer to the PERSONNEL BOARD

2. [16129](#) Reallocating employee P. Nehmer (Position #1235) to the existing position of Engineering Aide 2 in Traffic Engineering.

**Sponsors:** David J. Cieslewicz

**Attachments:** [posdesc.pdf](#)

[Memo.pdf](#)

**Legislative History**

10/1/09	PERSONNEL BOARD Board of Estimate, Personnel Board	Referred for Introduction
10/6/09	COMMON COUNCIL	Referred to the BOARD OF ESTIMATES
10/7/09	BOARD OF ESTIMATES	Refer to the PERSONNEL BOARD

3. [16365](#) Reclassifying two existing positions of Public Health Clinic Aide (#901, #926) in Public Health as Program Assistants 1 and reallocating the incumbents to the new classification and pay range.

**Sponsors:** David J. Cieslewicz

**Attachments:** [PositionDesc BOLDT.pdf](#)

[PositionDesc ESSE.pdf](#)

[ClassDescription.pdf](#)

[StudyMemoPubHlthClinicAide09.pdf](#)

**Legislative History**

10/21/09	PERSONNEL BOARD Board of Estimates, Personnel Board.	Referred for Introduction
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4. [16377](#) Recreation of two Administrative Clerk 1 positions to two Program Assistant 1 positions in the Housing Operations Division budget and reallocating the incumbents in the new positions.

**Sponsors:** David J. Cieslewicz

**Attachments:** [AdminClerk1HousingMemo.pdf](#)

[Amos PD.pdf](#)

[Eudaly PD.pdf](#)

**Legislative History**

10/22/09	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
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5. [16391](#) Creation of the Municipal Clerk series within CG 20 (Municipal Clerk 1-Range 9, Municipal Clerk 2-Range 10, Certified Municipal Clerk-Range 11), creation of 3 positions of Certified Municipal Clerk in the Clerk's office budget, and reallocation of three Administrative Clerks 1 to the appropriate levels within the new series.

**Sponsors:** David J. Cieslewicz

**Attachments:** [Municipal Clerk series.pdf](#)

[PD Certified Municipal Clerk.pdf](#)

[PD Municipal Clerk 2.pdf](#)

[PD Municipal Clerk 1.pdf](#)

[PBMemo Municipal Clerks.pdf](#)

**Legislative History**

10/23/09	Human Resources Department Board of Estimates, Personnel Board	Referred for Introduction
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6. [15099](#) Accepting the report and recommendations of the Common Council Organizational Committee Subcommittee to Review City Hiring Practices and Policies.

**Sponsors:** Michael Schumacher

**Attachments:** [Final Report CCOC Subcommittee to Review Hiring Practices Policies](#)

[Final Report w/attachments CCOC Subcommittee to Review Hiring Practices Policies](#)

**Legislative History**

6/10/09	Council Office Common Council Organizational Committee, Personnel Board	Referred for Introduction
6/16/09	COMMON COUNCIL Additional Referral(s): Personnel Board	Referred to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE
6/16/09	COMMON COUNCIL ORGANIZATIONAL COMMITTEE	Refer to the PERSONNEL BOARD
9/2/09	PERSONNEL BOARD	Table

**ADJOURNMENT**