

HUMAN RESOURCES DEPARTMENT
Room 501, City-County Building
266-4615

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hr@cityofmadison.com
www.cityofmadison.com/jobs.html

Mission, Goals and Objectives

The Human Resources Department supports the City's goals by recruiting, developing and sustaining a diverse and qualified workforce.

The Human Resources Department's internal goals are:

1. Quality – Provide an innovative and responsive employment system for recruitment, selection, support, and development of a talented and diverse workforce.
2. Continuous Improvement – Continually review and enhance human resources organization, systems, processes, procedures, and work environment.
3. Compliance – Protect the City's resources by minimizing exposure to legal liabilities and associated risks.
4. Outreach – Proactively build the trust and capacity to increase visibility and enhance relationships with all City departments.

Administration
Room 501, City-County Building
266-4615

Bradley Wirtz, Human Resources Director 266-4001
Formulates, directs and coordinates human resources policies, programs and services.

David Pilsner, Program Assistant 2 266-4615
Coordinates City budgeted position control, department systems and procedures, department projects, and City personnel records.

Compensation and Benefits
Room 501, City-County Building
266-4615

Michael Lipski, Compensation and Benefits Manager 266-4615
Manages the City's classification and compensation plan; oversees the City's benefits program; oversees leave administration; and provides general human resources consultation.

Gail Glasser, Personnel Analyst 2, 266-4615
Coordinates leave and classification information.

Dorothy Engsborg, Personnel Technician 2 266-4615
Coordinates health, wage and life insurance programs, and provides retirement benefits information.

**Employee Assistance Program
Room 310, Madison Municipal Building
266-6561**

Tresa Martinez, E.A.P. Program Coordinator 266-6561

Provides confidential assistance to all City sponsored employees and their significant others with work or personal related problems. Services include problem solving, support, and information & referral to appropriate resources.

Sherri Becker, Administrative Clerk 1 266-6561

Provides clerical support to the Employee Assistance Program.

**Employment Unit
Room 501, City-County Building
266-4615**

Lorie Olsen, Personnel Services Manager 266-4004

Direct the programs, operations and staff of the Employment Unit, including recruitment and selection, workplace accommodation, employee orientation, employee records and the coordination of related personnel services, such as layoff, recall, drug testing and other policy related issues.

Judy Hughes, Personnel Analyst 2 266-4615

Plans, coordinates and conducts full-range staffing functions; including the development of selection materials and administration of examinations. Provides assistance to applicants, agencies and employees regarding human resource questions.

Sylvia Moss, Personnel Technician 2 266-4615

Plans and conducts recruitment and selection processes, including exam administration; conducts orientation programs. Provides assistance to applicants, agencies and employees regarding human resource questions.

Sue DeBolt, Personnel Technician 2 266-4615

Plans and conducts recruitment and selection processes, including exam administration. Provides assistance to applicants, agencies and employees regarding human resource questions.

Sherry Severson, Occupational Accommodations Specialist, Room 302, MMB 267-1156

Provides consultation and support for disability rights efforts, including reasonable accommodation, return-to-work and special worker programs.

Sheryl Mahood, Secretary 1 266-4615

Departmental secretary provides administrative clerical support to the department.

Anne Engler, Clerk Typist 2 266-4615

Provides clerical support and back-up reception duties.

Denise Nettum, Clerk Typist 2 266-4615

Provides front desk reception, and clerical support for the Employment Unit.

**Labor Relations Unit
Room 501, City-County Building
266-4615**

Mike Deiters, Labor Relations Manager 266-4615
Responsible for administering the labor relations program, and negotiating and administering labor contracts for the City.

Erin Stenson, Personnel Analyst 2 266-4615
Provides staff assistance for the labor relation's function.

**Organization Development and Training Unit
Room 302, Madison Municipal Building
266-4281**

Karl van Lith, Organizational Development and Training Officer 266-9037
Provides and is responsible for HR/organizational development initiatives, strategic planning, process improvement and training programs.

Guy VanRensselaer, Organizational Development Specialist 266-4281
Provides statistical analysis, training, and support for quality improvement efforts.

P.J. White, Program Assistant 1 266-4281
Coordinates and organizes City-wide training programs and provides basic computer training provided by the Organizational Development and Training Unit.