



Legislation Details (With Text)

**File #:** 69281      **Version:** 2      **Name:** SUBSTITUTE Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate in CG20, R12. Recreate position numbers 711, 735, 4466, 4793 to Municipal Clerk 2 classification, and reallocate incumbents. Delete the classification of Certified Municip

**Type:** Resolution      **Status:** Passed

**File created:** 1/12/2022      **In control:** PERSONNEL BOARD

**On agenda:** 3/29/2022      **Final action:** 3/29/2022

**Enactment date:** 4/4/2022      **Enactment #:** RES-22-00235

**Title:** SUBSTITUTE Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, R12 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, R15 R13 of the salary schedule. Recreate position numbers 708, 4047, 714, 743 to the new Certified Municipal Clerk classification and reallocate the incumbents in the permanent salary detail of the Clerk's operating budget to the new CG and Range.

**Sponsors:** Satya V. Rhodes-Conway

**Indexes:**

**Code sections:**

**Attachments:** 1. Request for Review of Municipal Clerk Series Position Study 1.5.2022.pdf, 2. Municipal Clerk Series Appeal Response.pdf, 3. PB Memo-Municipal Clerk Series-Final.pdf, 4. Cert Mun Clerk Position Description NEW.pdf, 5. Mun Clerk I Position Description NEW.pdf, 6. Mun Clerk II Position Description NEW.pdf, 7. Version 1 69281.pdf

Date	Ver.	Action By	Action	Result
3/29/2022	2	COMMON COUNCIL	Adopt	Pass
3/21/2022	2	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
3/16/2022	2	PERSONNEL BOARD	Commit	Pass
1/24/2022	1	FINANCE COMMITTEE	Refer	Pass
1/19/2022	1	PERSONNEL BOARD	Refer	Pass
1/18/2022	1	FINANCE COMMITTEE	Refer	
1/18/2022	1	COMMON COUNCIL	Refer	Pass
1/12/2022	1	Human Resources Department	Referred for Introduction	

**Fiscal Note**

The proposed resolution would delete the classification of Municipal Clerk 2 in Compensation Group (CG) 20, Range (R) 10 and recreate the classification in CG 20, R12. It would also delete the classification of Certified Municipal Clerk in Compensation CG 20, R11 and recreate the classification in CG 20, R15. It would reallocate the eight incumbents to the new classification in the permanent salary detail of the Clerk's Operating Budget. The annualized cost of the proposed reclassification is \$45,000 (including benefits).

The Clerk's Office has stayed within its salary budget in three of the last four years from 2018 to 2021. Salary spending can vary from the budgeted amount due to overtime costs associated with staffing committee

meetings as well as election staffing costs. For 2022, the Clerk's Office Budget included funding to support four elections. However, no candidates appeared on the City of Madison ballot for the February election, resulting in savings of an anticipated \$260,000 that would have been spent on election worker wages. The cost associated with the recreation of these positions will be absorbed within the Clerk's Office 2022 Operating Budget and monitored by Finance during the projection process. Beginning in 2023, this cost will be built into the agency's base budget. No additional appropriation is needed at this time.

#### Title

SUBSTITUTE Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate ~~the classification in CG20, **R12** 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, **R15** R13 of the salary schedule.~~ Recreate position numbers 708, 4047, 714, 743 to ~~the new~~ Certified Municipal Clerk classification and reallocate the incumbents **in the permanent salary detail of the Clerk's operating budget** to ~~the new CG and Range.~~

#### Body

SUBSTITUTE Resolution to delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, **R12** R14.

Be it resolved position numbers 711, 735, 4466, and 4793 are recreated as Municipal Clerk 2 in CG20, **R12** R14 and reallocate the incumbents (H. Harris, M. McClain, S. Hanewold and B. Chang) to the new CG and range **with an effective date of 5/16/2021**, within the Clerk's Office operating budget, respectively.

Be it further resolved that the classification of Certified Municipal Clerk in CG20, R11 shall be deleted and the classification shall be recreated in CG20, **R15** R13.

Finally, position numbers 708, 4047, 714, 743 are recreated to Certified Clerk in CG 20, **R15** R13 and reallocate the incumbents (E. Christianson, T. Lund, N. Perez, and J. Haar) to the new CG and range **with an effective date of 5/16/2021** respectively within the Clerk's Office operating budget, **respectively** thereof.