

Administrative Authorization for Position Changes

At the discretion of the Human Resources Director and Finance Director, and with the delegated authority of the Common Council, agencies may be provided approval for position modifications and/or reallocations if those changes fall within the following parameters:

- a) The positions are within the same compensation groups.
- b) The creation of new classification is not required.
- c) The modifications result in less than a total of \$25,000 change in existing funding.
- d) There is less than a .2 increase in FTE, no change in FTE, or a reduction of FTE.

Based on the information provided, the following administrative change is authorized and incorporated within the permanent salary detail of the budget.

FOR OFFICIAL USE ONLY - To be completed by HR and Finance staff

Position number:	692
Previous classification:	Real Estate Specialist 2
Classification code:	H337
Comp Group / Range	CG 18 / R 08

Employee Name / MUNIS #	Heidi Radlinger (#5999)
Justification for recommendation:	The ORES does not currently have RE Specialist 3 positions filled. For the last 4 years, the employee has bridged the gap between RE Spec 4 and RE Spec 2 positions by completing more complex work that would normally be done at the RE Spec 3 level. The employee is working at an advanced level requiring more complex planning, coordination, and implementation of real estate projects and transactions for acquisitions, sales, leasing, and property management.

New classification:	Real Estate Specialist 3
Classification code:	H338
Comp Group / Range	CG 18 / R10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/08/2024

Estimate Cost of Change:	10,600
New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Details on payroll allocation:	86% General Fund (63330), 14% Capital Fund

Signed:

Erin Hillson
Human Resources Director Date

Maggie McClain for D. Schmiedicke 4/30/24
Finance Director Date