

CITY OF MADISON

Personnel Board Report

January 2025 Report of Authorized Administrative Actions:

The following table includes the Authorized Administrative Actions as of the end of January 2025

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Library	Library Assistant 1 (O015, O022, O022)	3798, 3724, 3302	32/05	Library Assistant 1 (O015, O022, O022)	32/05

Report of Position Study Denials:

None

10. 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 one of the following parameters:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- There is less than a 0.2 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.

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Human Resource Analysts	Position number:	3798 (decrease .2 FTE from 1.0 FTE to .8 FTE), 3724 (increase .05 FTE from .9 FTE to .95 FTE) 3302 (increase .15 FTE from .8 FTE to .95 FTE)
	Previous classification:	Library Assistant 1
	Classification code:	O015 Full-time O022 Part-time
	Comp Group / Range:	32/05
	Employee Name / MUNIS #	3798 – Schmidt, Amy #1482 3724 – Said, Abas #4154 3302 – Robinson, JeVaughnte #7847
	Justification for recommendation:	All three positions are in the same compensation group, no job duties have changed, and the creation of a new classification is not required. The budget is not negatively impacted as the changes result in cost savings. There is no net FTE change among the 3 Library Assistant 1 positions.
	New classification:	Library Assistant 1
	Classification code:	O015 Full-time O022 Part-time
	Comp Group / Range:	32/05
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	December 22, 2024
Finance Budget	Estimate Cost of Change:	-1,263.20
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Details on payroll allocation:	
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Signed:

Erin Hillson 12-27-2024
Human Resources Director Date

M. McClain for D. Schmiedicke 12/18/24
Finance Director Date