



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 81957

File ID: 81957

File Type: Resolution

Status: Report of Officer

Version: 1

Reference:

Controlling Body: FINANCE
COMMITTEE

File Created Date : 02/06/2024

File Name: Authorization for the Directors of Human Resources and Finance to administratively approve changes to positions within the annual approved operating budgets as allowed with the adoption of the newly revised City of Madison Personnel Rules.

Final Action:

Title: Authorization for the Directors of Human Resources and Finance to administratively approve changes to positions within the annual approved operating budgets as allowed with the adoption of the newly revised City of Madison Personnel Rules.

Notes:

CC Agenda Date: 03/05/2024

Agenda Number: 68.

Sponsors: Satya V. Rhodes-Conway And Sabrina V. Madison

Effective Date:

Attachments: Summary of Major Changes - Personnel Rules Rewrite.pdf, Personnel Rules Final Draft 02-2024.pdf, Verveer amendment

Enactment Number:

Author: Emaan Abdel-Halim, Human Resources Services Manager

Hearing Date:

Entered by: jortiz@cityofmadison.com

Published Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	2/7/2024	Christine Koh	Approve	2/26/2024

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Human Resources Department	02/06/2024	Referred for Introduction				
	Action Text: This Resolution was Referred for Introduction						
	Notes: Finance Committee (2/26/24), Personnel Board (2/14/24), Common Council (3/5/24)						
1	COMMON COUNCIL	02/13/2024	Referred	FINANCE COMMITTEE		02/26/2024	

Action Text: This Resolution was Referred to the FINANCE COMMITTEE

Notes: Additional referral to Personnel Board

1	FINANCE COMMITTEE	02/13/2024	Referred	PERSONNEL BOARD	02/14/2024	
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Action Text: This Resolution was Referred to the PERSONNEL BOARD

1	PERSONNEL BOARD	02/14/2024	Return to Lead with the Recommendation for Approval	FINANCE COMMITTEE	02/26/2024	Pass
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Action Text: A motion was made by Vransy, seconded by Nash, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE. The motion passed by voice vote/other.

1	FINANCE COMMITTEE	02/26/2024	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER			Pass
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Action Text: A motion was made by Currie, seconded by Vidaver, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 81957

Fiscal Note

The resolution authorizes the Directors of Human Resources and Finance to administratively approve certain personnel changes, as defined under the 2023 revision of the Personnel Rules. The intent of delegating administrative approval to the HR and Finance Directors is to simplify and modernize the process for approving position change and reallocations.

Under the revised Personnel Rules, the HR and Finance Directors can approve position changes in the following scenarios: creation of a new classification is not required; modifications result in less than a total of \$25,000 change in existing funding; the positions are within the same representation groups; and when there is less than a .2 increase in FTE, no change in FTE, or a reduction in FTE.

The fiscal impact of the above changes will be monitored through the semi-annual budget projection process. It is anticipated that most position changes and reallocations will be under the \$25,000 threshold and agencies will be able to absorb the costs within their base budget without requiring an additional appropriation. If a budget transfer or appropriation is required to cover a budget deficit, this will be included in a separate resolution.

Title

Authorization for the Directors of Human Resources and Finance to administratively approve changes to positions within the annual approved operating budgets as allowed with the adoption of the newly revised City of Madison Personnel Rules.

Body

Whereas Section 3.53(3) of the MGO authorizes the Personnel Board to formulate rules and regulations for the administration of the City of Madison civil service system, subject to approval of the Common Council; and

Whereas in 2023 the Personnel Rules were revised as required every 5 years; and adopting of the new rules are pending final approval; and

Whereas the Summary of Major Changes document highlights the proposed updates and improvements to the Personnel Rules, and

Whereas revisions include an expansion the HR Director and Finance Director's authority to authorize simplified position changes and reallocations within predefined parameters without additional legislative approvals, and

Whereas a resolution will be put forth by the Common Council to designate this authority on an annual basis; and

Whereas it states in the revised Personnel Rules, Chapter 3, Section A, subsection 4; the

Common Council may delegate authority to the Human Resources and Finance Directors to approve administrative modifications to positions within the operating budget given specific parameters including: creation of a new classification is not required; modifications result in less than a total of \$25,000 change in existing funding; the positions are within the same representation groups; and when there is less than a .2 increase in FTE, no change in FTE, or a reduction in FTE; and

Whereas, the Personnel Board has reviewed and recommended adoption of updated City of Madison Personnel Rules, revised 2023, a copy of which is attached.

Now therefore be it resolved that the Common Council approves the designation of the Human Resources Director and Finance Director with administrative authority to approve position modifications within agency's 2024 operating budget, therein.