

# 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
Parks	<a href="#">Parks Equipment Mechanic 1 (F115)</a>	1425, 1458, 1422	16/13	<a href="#">Parks Equipment Mechanic 2 (F116)</a>	16/15

### 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:

- 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 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.

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

<b>Human Resource Analysts</b>	Position number:	1422, 1425, 1458
	Previous classification:	Parks Equipment Mechanic 1
	Classification code:	F115
	Comp Group / Range:	16/13
	Employee Name / MUNIS #	Todd Drake/3098 (PCN 1422); Kevin Koch/2451 (PCN 1425); Vacant (PCN 1458)
	Justification for recommendation:	Due to independent nature of the work, all Parks Equipment Mechanics need to develop advanced-level skills.
	New classification:	Parks Equipment Mechanic 2
	Classification code:	F116
	Comp Group / Range:	16/15
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/5/2025

<b>Finance Budget Analysts</b>	Estimate Cost of Change:	\$16,375 – PCN #1422 \$6,187; PCN #1425 \$6,300; PCN #1458 \$3,888
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	Reviewed/updated with Results Madison for 2025 budget. No changes needed. Single org code allocations for PCNs #1422, #1425, #1458.

Signed:

*Erin Hillson*

R. Mulcahy for D. Schmiedicke 1/6/2025

Human Resources Director

Date

Finance Director

Date