



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 69281

File ID: 69281

File Type: Resolution

Status: Items Referred

Version: 1

Reference:

Controlling Body: FINANCE
COMMITTEE

File Created Date : 01/12/2022

File Name: Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, R11 of the salary schedule. Recreate position numbers 711, 735, 4466, 4793 to new Municipal Clerk 2 classification, and reallocate the incumbents to the n

Final Action:

Title: Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, 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, R13 of the salary schedule. Recreate position numbers 708, 4047, 714, 743 to the new Certified Municipal Clerk classification and reallocate the incumbents to the new CG and Range.

Notes:

CC Agenda Date: 01/18/2022

Agenda Number: 8.

Sponsors: Satya V. Rhodes-Conway

Effective Date:

Attachments: PB Memo-Municipal Clerk Series-Final.pdf, Cert Mun Clerk Position Description NEW.pdf, Mun Clerk I Position Description NEW.pdf, Mun Clerk II Position Description NEW.pdf

Enactment Number:

Author: Tory Larson, Human Resources Analyst

Hearing Date:

Entered by: kklafka@cityofmadison.com

Published Date:

Approval History

Version	Date	Approver	Action
1		Stephanie Mabrey	Approve

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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1	Human Resources Department	01/12/2022	Referred for Introduction			
	Action Text:	This Resolution was Referred for Introduction				
	Notes:	Finance Committee (1/24/22), Personnel Board (1/19/22), Common Council (2/1/22)				
1	COMMON COUNCIL	01/18/2022	Refer	FINANCE COMMITTEE		Pass
	Action Text:	A motion was made by Abbas, seconded by Martin, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other.				
	Notes:					
1	FINANCE COMMITTEE	01/18/2022	Refer	PERSONNEL BOARD		
	Action Text:	This Resolution was Refer to the PERSONNEL BOARD				
	Notes:					
1	PERSONNEL BOARD	01/19/2022	Refer	PERSONNEL BOARD	03/16/2022	Pass
	Action Text:	A motion was made by Mitchell, seconded by George, to Refer to the PERSONNEL BOARD and should be returned by 3/16/2022. The motion passed by voice vote/other.				
	Notes:					
1	FINANCE COMMITTEE	01/24/2022	Refer	FINANCE COMMITTEE	03/22/2022	Pass
	Action Text:	A motion was made by Carter, seconded by Verveer, to Refer to the FINANCE COMMITTEE and should be returned by 3/22/2022. The motion passed by voice vote/other.				
	Notes:					

Text of Legislative File 69281

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, R11. It would also reallocate the incumbents to the new classification. The annualized cost of the proposed reclassification is \$7,200 (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 staff committee meetings as well as election staffing costs. 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 quarterly 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

Delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, 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, R13 of the salary schedule. Recreate position numbers 708, 4047, 714, 743 to the new Certified Municipal Clerk classification and reallocate the incumbents to the new CG and Range.

Body

Resolution to delete the classification of Municipal Clerk 2 in CG20, R10 and recreate the classification in CG20, R11.

Be it resolved position numbers 711, 735, 4466, and 4793 are recreated as Municipal Clerk 2 in CG20, R11 and reallocate the incumbents (H. Harris, M. McClain, S. Hanewold and B. Chang) to

the new CG and range, 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, R13.

Finally, position numbers 708, 4047, 714, 743 are recreated to Certified Clerk in CG 20, R13 and reallocate the incumbents (E. Christianson, T. Lund, N. Perez, and J. Harr) to the new CG and range respectively within the Clerk's Office operating budget, thereof.