

CITY OF MADISON

Personnel Board Report

April through June 2026 Report of Authorized Administrative Actions:

The following table includes the Authorized Administrative Actions as of June 8, 2026.

Agency	Current Classification	Position Control (PCN)	CG/Range	New Classification	CG/Range
CDA Housing	Information Clerk	4650	20/07	Program Assistant 1	20/11
IT	IT Specialist 3	4575	18/10	IT Specialist 4	18/12
DCR	Contract Compliance Specialist 3	4046	10/08	Program Specialist 1	18/10
Clerk's Office	Municipal Clerk 2	4466	20/12	Certified Municipal Clerk	20/15
Parking	Engineer 4	1282	18/12	Construction Manager 1	18/10

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 ALL 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 no more 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

Human Resource Analysts	Position number:	4650
	Previous classification:	Information Clerk
	Classification code:	J041
	Comp Group / Range:	20/07
	Employee Name / MUNIS #	Rhonda Erickson #16661
	Justification for recommendation:	This position has taken on higher level responsibilities, including managing housing applications and wait lists, conducting eligibility verifications, approving/denying eligibility, and coordinating hearings. This work falls outside the scope of an Information Clerk and is more in line with that of a Program Assistant 1 who performs “responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies.” The request meets all 4 parameters for Administrative Actions.

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Human Resource Analysts	Position number:	4575
	Previous classification:	IT Specialist 3
	Classification code:	H247
	Comp Group / Range:	18/10
	Employee Name / MUNIS #	Taletha Skar / 3907
	Justification for recommendation:	Responsible for management of City's fiber optic network and oversight of 5-year Fiber Improvement Plan. Provides project-level supervision and general leadership to staff, consistent with ITS4 class.
	New classification:	IT Specialist 4
	Classification code:	H248
	Comp Group / Range:	18/12
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	3/15/2026
Finance Budget Analysts	Estimate Cost of Change:	Employee is at 8% longevity/step 5. 2026 (20.9 pay periods from 3/15/26): \$10,112 Annual estimate: \$12,580
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	<p>Details on payroll allocation:</p>	<p>Position is fully allocated to the Capital Project Fund due to responsibilities of the position. Increase in 2026 will be absorbed in agency budget.</p>
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Signed:

<u>Erin Hillson</u>	<u>5-13-2026</u>		<u>M.</u>
<u>McClain for D. Schmiedicke</u>	<u>5/12/26</u>		
Human Resources Director	Date	Finance Director	Date

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Human Resource Analysts	Position number:	4046
	Previous classification:	Contract Compliance Specialist 3
	Classification code:	H235
	Comp Group / Range:	18/08
	Employee Name / MUNIS #	Kirsten Donkle / 16297
	Justification for recommendation:	The additional duties and responsibilities taken on by this position, including programmatic management as a co-lead of the AASPIRE internship program, act as a subject matter expert ensuring compliance for the FTA Tri-annual audit for Metro Transit, act as a liaison with other inter-governmental agencies, and having the overall in-depth knowledge for all Targeted Business Programs better align with the Program Specialist 1 classification. Program Specialist 1 work is described as advanced professional work in implementing the City’s Civil Rights Program (Affirmative Action, Contract Compliance, Equal Rights, Equity, or Disability) in accordance with all applicable state and federal laws, City Ordinances, and professional standards. The request meets all 4 parameters for Administrative Actions.

	New classification:	Program Specialist 1
	Classification code:	H433
	Comp Group / Range:	18/10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	01/18/2026

Finance Budget Analysts	Estimate Cost of Change:	\$11,048 annually
	New or updated payroll allocation:	No change. Position is allocation 79% to General Fund, 5% to Community Development Multi-Year Grant Fund, and 16% to Metro Fund.
	Details on payroll allocation:	Impact of position change will be monitored through the mid-year and year-end projection processes.

Signed:

Erin Hillson

Human Resources Director

5-22-2026

Date

M. McClain for D. Schmiedicke

Finance Director

5/21/26

Date

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Human Resource Analysts	Position number:	4466
	Previous classification:	Municipal Clerk 2
	Classification code:	J126
	Comp Group / Range:	20/12
	Employee Name / MUNIS #	Vacant
	Justification for recommendation:	The Certified Municipal Clerk Classification is a part of a progression series that all Municipal Clerks are expected to reach. PCN 4466 is currently budgeted at the level filled instead of the expected progression. Increasing this PCN to the Certified Municipal Clerk level would accommodate movement of a Certified Municipal Clerk. The request meets all 4 parameters for Administrative Actions
	New classification:	Certified Municipal Clerk
	Classification code:	J127
	Comp Group / Range:	20/15
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	06/07/2026
Finance Budget Analysts	Estimate Cost of Change:	The annual base wage (step 1, no longevity) for a Municipal Clerk 2 is \$61,520 and the base wage for a Certified Municipal Clerk is \$65,353, or an increase of \$3,833. Recreating the position allows

		for career progression and gives the Clerk's office flexibility in reassigning existing staff to positions to accommodate promotional opportunities. The actual cost of the change in 2026 will depend on the employee assigned to the position and their steps/ longevity.
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	

Signed:

Erin Hillson 6-4-26
 Human Resources Director Date

Christine Koh for 6/3/26
 Finance Director Date

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Human Resource Analysts	Position number:	1282
	Previous classification:	Engineer 4
	Classification code:	H063
	Comp Group / Range:	18/12
	Employee Name / MUNIS #	Vacant
	Justification for recommendation:	The position is currently vacant and was originally filled as an Engineer 4. The Engineer 4 role was initially created to perform engineering-related work similar to a traffic engineer while also overseeing capital improvement projects for the Parking Division. Upon further evaluation of the Parking Division’s operational needs, the position has been restructured to remove the on-street engineering and design responsibilities and instead focus primarily on the management and coordination of capital improvement, facility maintenance, and infrastructure projects. The position independently manages and coordinates multiple concurrent capital and maintenance projects for parking garages, lots, and related facilities. Responsibilities include developing project scopes, schedules, budgets, and implementation plans; coordinating contractors, consultants, utilities, and

		<p>regulatory agencies; reviewing technical plans, specifications, and consultant recommendations; and monitoring projects to ensure compliance with operational needs, safety standards, schedules, and budget constraints. The position also works closely with third-party engineering consultants responsible for annual facility assessments, long-range infrastructure planning, and major repair recommendations. Additional responsibilities include overseeing contracts and procurement processes, tracking project budgets and invoices, identifying and mitigating project risks, coordinating construction activities and sequencing, and supporting long-range capital planning and asset management strategies.</p> <p>These duties closely align with the Construction Manager 1 classification, which emphasizes independent construction management, contractor and consultant coordination, project oversight, construction scheduling and phasing, contract administration, budget monitoring, and resolution of construction-related issues. Because the position no longer performs traditional engineering design functions and instead focuses primarily on construction management and capital project coordination, recreating the vacant Engineer 4 position as a Construction Manager 1 more accurately reflects the scope and purpose of the work being performed.</p>
	New classification:	Construction Manager 1
	Classification code:	H356
	Comp Group / Range:	18/10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	05/10/2026

Finance Budget Analysts	Estimate Cost of Change:	Reduction of \$9,000 to \$13,000
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	

Signed:

Erin Hillman 6-4-26
 Human Resources Director Date

Ryan Pennington for D. Schmiedicke 6/3/26
 Finance Director Date