

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 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 .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

Position number:	1253
Previous classification:	Public Information Officer 1
Classification code:	H347
Comp Group / Range	CG 18 / R 08

Employee Name / MUNIS #	Kristin Brodowsky (#8023)
Justification for recommendation:	The PIO position transitioned to DOT for the 2024 Budget. The position will now be serving the whole of DOT, including TE and Parking related public communications. This request will upgrade the position to PIO2, and the employee has served as a PIO 1 since April 2022. This aligns with the expectation of career progression in this classification series.

New classification:	Public Information Officer 2
Classification code:	H348
Comp Group / Range	CG 18 / R10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/08/2024

Estimate Cost of Change:	\$10,000
New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Details on payroll allocation:	

Signed:

Erin Hillson
 Human Resources Director Date

Ryan Pennington on behalf of Dave Schmiedicke 5/3/24
 Finance Director Date