

CITY OF MADISON

Personnel Board Report

July 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
Fleet	Operations Clerk	1165	15/06	Fleet Parts Technician	15/06
HR	Data Analyst 3	868	18/10	Enterprise Program Supervisor	18/14

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 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:	1165
	Previous classification:	Operations Clerk - CG15
	Classification code:	E027
	Comp Group / Range:	15/06
	Employee Name / MUNIS #	VACANT
	Justification for recommendation:	After a failed recruitment for Parts Operations Clerk, it was determined that this position requires a greater level of technical knowledge and skill related to fleet parts identification, procurement, and inventory rather than just general knowledge/skill related to non-specific administrative support and inventory functions, so the position description (PD) was revised to reallocate the majority (65%) of assigned duties/responsibilities to parts procurement and inventory activities, whereas the previous PD classified the majority of the work as administration support (50% Parts/45% Fleet). The Knowledge, skills, and abilities (KSAs) and assigned duties detailed in the revised PD better align with the Fleet Parts Technician class. Since Fleet Parts Technician and Operations Clerk are in the same CG/R, this position, if reclassified to Fleet Parts Technician may also perform more general administrative functions in

		support of Fleet Division work without those more general functions constituting out-of-class work.
	New classification:	Fleet Parts Technician
	Classification code:	E017
	Comp Group / Range:	15/06
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/5/2026

Finance Budget Analysts	Estimate Cost of Change:	\$0
	New or updated payroll allocation:	☐ Yes ☒ No
	Details on payroll allocation:	Employee allocated 100% to 41300-51110

Signed:

Erin Hillson 7-13-2026
 Human Resources Director Date

R. Mulcahy for D. Schmiedicke 7/7/2026
 Finance Director Date

10. Administrative Authorization for Position Changes

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- 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.
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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:	868
	Previous classification:	Data Analyst 3
	Classification code:	H334
	Comp Group / Range:	18/10
	Employee Name / MUNIS #	Brad Wollmann #11954
	Justification for recommendation:	The position is now responsible for leadership and project management involving the planning, implementation and maintenance of the new HRMS. This software centralizes and automates HR processes, is a self-service portal to support employees through every stage of their employment journey and will be touched by all employees citywide. In addition, the position manages the HR budget, contracts and employee records, supervises a professional position, and serves on the HR Management Team. This advanced level work requires independent judgment, discretion and initiative, and aligns with the Enterprise Program Supervisor classification. This request meets all four criteria for an Administrative Action.
	New classification:	Enterprise Program Supervisor
	Classification code:	H417
Comp Group / Range:	18/14	

	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	3/1/2026
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Finance Budget Analysts	Estimate Cost of Change:	\$12,000
	New or updated payroll allocation:	☐ Yes ☒ No
	Details on payroll allocation:	

Signed:

Erin Hillson
 Human Resources Director 7-13-2026
 Date

Ryan Pennington per D. Schmiedicke 7/7/26
 Finance Director Date