

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:	4705
Previous classification:	Landscape Architect 2
Classification code:	H113
Comp Group / Range	CG 18 / R 08

Employee Name / MUNIS #	Sarah Grimalkin (#11237)
Justification for recommendation:	The employee is taking on all duties within the LA 3 level of the series upon acceptable progress in fulfilling all duties of the current LA 2 level position. Landscape Architect positions are critical to the development and construction of parks and proper management of Board of Public Works contracts. The career progression series aligns with the City's values centered around employee development and engagement. Assigning work to this position will allow the Parks Planning and Development Manager to focus on higher level work. Having work performed at this level will also increase the capacity for the team to lead and complete more complex projects.

New classification:	Landscape Architect 3
Classification code:	H114
Comp Group / Range	CG 18 / R10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/22/2024

Estimate Cost of Change:	\$10,183
New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Details on payroll allocation:	N/A

Signed:

Erin Hillson
 Human Resources Director Date

Robert Mulcahy for D. Schmiedicke 5/3/24
 Finance Director Date