

CITY OF MADISON

Personnel Board Report

October 2024 Report of Authorized Administrative Actions:

The following table includes the 2024 Authorized Administrative Actions Year to Date

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Economic Development	Real Estate Specialist 2 (H337)	4632	18/08	Real Estate Specialist 3 (H338)	18/10
Economic Development	Real Estate Specialist 2 (H337)	3611	18/08	Real Estate Specialist 3 (H338)	18/10
Clerk's Office	Convert Hourly Funds	N/A	20/00	3.0 LTE Municipal Clerks (J049)	20/12
Traffic Engineering	Maintenance Painter (F095) Shared with Parks	4368	16/13	Traffic Control Maintenance Worker (F151) Shared with Parks	16/10
Water	Water Quality Manager (H213)	1779	18/14	Water Quality Manager (H213)	18/15
Parking	90% FTE Customer Service Ambassador (F226)	1288	16/04P	100% FTE Customer Service Ambassador (F225)	16/04

Report of Position Study Denials:

The Transit IS Specialist 2 position study was denied reclassification at this time due to organizational shifts within the work unit. This memo was shared with the impacted employee on 10/9/2024.

0. 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 one 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 less 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:	4632
	Previous classification:	Real Estate Specialist 2
	Classification code:	H337
	Comp Group / Range:	18/08
	Employee Name / MUNIS #	Andrew Miller (#12650)
	Justification for recommendation:	This position has negotiated multiple purchases and sales of City property, gained expertise with eminent domain acquisitions which has been critical for the City's BRT project. The position is also the lead specialist for the sale of multiple vacant lots and gained competence in land use approvals with other city agencies. These projects are indicative of the higher-level independent judgement and discretion, and interagency coordination; all of which are reflective of work at a Real Estate Specialist 3 level.
	New classification:	Real Estate Specialist 3
	Classification code:	H338
	Comp Group / Range:	18/10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	5/26/2024
Finance	Estimate Cost of Change:	10,184

	New or updated payroll allocation:	n/a
	Details on payroll allocation:	Amount will be built into agency's cost to continue for 2025. Will be covered by salary savings due to vacancies in 2024.

Signed:

Erin Hillson 6-6-2024
Human Resources Director Date

Maggie McClain for D. Schmiedicke 5/31/24
Finance Director Date

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 one of the following parameters:

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Human Resource Analysts	Position number:	3611
	Previous classification:	Real Estate Specialist 2
	Classification code:	H337
	Comp Group / Range:	18/08
	Employee Name / MUNIS #	Lance Vest (#11227)
	Justification for recommendation:	This position serves as the lead specialist for cell tower license administration which included an RFP process to hire a consultant. This position has gained competence and expertise in land use approvals coordinated with other City agencies, such as with the Olin Park expansion, and negotiating and closing on the purchase of new Parks Division building. These projects are indicative of the higher-level independent judgement and discretion, and interagency coordination; all of which are reflective of work at a Real Estate Specialist 3 level.
	New classification:	Real Estate Specialist 3
	Classification code:	H338
	Comp Group / Range:	18/10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	5/12/2024

Finance Budget Analysts	Estimate Cost of Change:	10,184
	New or updated payroll allocation:	n/a
	Details on payroll allocation:	Amount will be built into agency's cost to continue for 2025. Will be covered by salary savings due to vacancies in 2024.

Signed:

Erin Hillson
Human Resources Director

6-6-2024
Date

Maggie McClain for D. Schmiedicke 5/31/24
Finance Director Date

10. Administrative Authorization for Position Changes

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Position number:	N/A
Previous classification:	N/A
Classification code:	J049
Comp Group / Range:	20/09

Employee Name / MUNIS #	N/A
Justification for recommendation:	Create three short term LTE Municipal Clerk 1 postions for the remainder of the 2024 year elections. By adding staff will reduce overtime and burn out of exisiting staff on a high eleiction year.

New classification:	N/A
Classification code:	J049
Comp Group / Range:	20/09
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/21/2024

Estimate Cost of Change:	\$64,962.04
New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Details on payroll allocation:	General Clerk Payroll Allocation - Org 13100

Signed:

Erin Hillson

Robert Mulcahy for D. Schmiedicke

Human Resources Director

Date

Finance Director

Date 6/5/2024

10. Administrative Authorization for Position Changes

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FOR OFFICIAL USE ONLY - To be completed by HR and Finance staff

Human Resource Analysts	Position number:	1) 4368 2) TBD - (vacancy will come from recruiting Maintenance Painter)
	Previous classification:	1) Maintenance Painter 2) Traffic Control Maintenance Worker
	Classification code:	1) F095 2) F151
	Comp Group / Range:	1) 16/13 2) 16/10
	Employee Name / MUNIS #	
	Justification for recommendation:	The proposed change would update the allocation would change the Maintenance Painter (PCN 4368 currently vacant) to be fully funded by TE. An internal promotional process will fill the Maintenance Painter. The underlying vacancy from the above process will update one Traffic Control Maintenance Worker (PCN TBD) to be the shared position 50/50 with Parks. This will better align with the duties performed at Parks.
	New classification:	
	Classification code:	
	Comp Group / Range:	
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	09/30/2024

Finance Budget Analysts	Estimate Cost of Change:	\$0 - changes only impact allocations within the General Fund. Likely a small increase to TE and equivalent reduction to Parks.
	New or updated payroll allocation:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Details on payroll allocation:	Allocations need to be adjusted to correctly assign between Parks and TE once changes are made.

Signed:


 for Erin Hillson

9/23/2024

Human Resources Director

Date

Ryan Pennington for D. Schmiedicke 9/19/24

Finance Director

Date

10. Administrative Authorization for Position Changes

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FOR OFFICIAL USE ONLY - To be completed by HR and Finance staff

Human Resource Analysts	Position number:	1779
	Previous classification:	Water Quality Manager
	Classification code:	H213
	Comp Group / Range:	18/14
	Employee Name / MUNIS #	Joe Grande / 1026
	Justification for recommendation:	The two sections are complementary with interrelated job duties. Overlapping responsibilities within the two existing sections can provide flexibility through interchangeability of supervised staff to accomplish interrelated objectives, all under one manager. This combination offers a more balanced and sustainable approach to the management of the groundwater resource [water supply and water quality]. No new classification will be created but the existing classification will be placed in range 15 and would use a working title of Water Resource Manager.
	New classification:	N/A
	Classification code:	N/A
	Comp Group / Range:	18/15
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	10/27/2024

Finance Budget Analysts	Estimate Cost of Change:	\$7,078.82
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	

Signed:



On behalf of Erin Hillson 9/25/2024
 Human Resources Director Date

R. Mulcahy for D. Schmiedicke 9/24/2024
 Finance Director Date

10. Administrative Authorization for Position Changes

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Human Resource Analysts	Position number:	1288
	Previous classification:	Customer Service Ambassador-PT
	Classification code:	F226
	Comp Group / Range:	16/04P
	Employee Name / MUNIS #	Tesfasillasie, Robiel / 3488
	Justification for recommendation:	Positions are within the same compensation group. The creation of a new classification is not required. The modifications result in less than a total of \$25,000 change in existing funding. There is a 0.1 increase in FTE.
	New classification:	Customer Service Ambassador
	Classification code:	F225
	Comp Group / Range:	16/04
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	09/29/2024

Finance Budget Analysts	Estimate Cost of Change:	\$7,000
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	

Signed:



On behalf of Erin Hillson

Human Resources Director

9/30/2024

Date

Ryan Pennington for D. Schmiedicke 9/30/24

Finance Director

Date