

CITY OF MADISON

Personnel Board Report to Finance Committee

April 2026 Year to Date Report of Authorized Administrative Actions:

The following table includes the 2026 Authorized Administrative Actions Year to Date

PB Agenda	Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Jan 2026	Planning	Planner 1	4420	18/6	Planner 2	18/8
March 2026	Human Resources	Community Relations Specialist	870	18/04	Human Resources Analyst	18/06
April 2026	Parking	Parking Service Worker	1279, 1294, 3846	16/08	Parking Equipment Mechanic	16/10
April 2026	Library	Administrative Clerk 1	430	32/04	Program Assistant 1	32/06
April 2026	Parking	Parking Maintenance Worker 1	3690	16/09	Parking Maintenance Worker 2	16/11

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:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- 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:	4420
	Previous classification:	Planner 1
	Classification code:	H158
	Comp Group / Range:	18/6
	Employee Name / MUNIS #	Breana Collins
	Justification for recommendation:	The employee has moved beyond entry level Planner work and is now performing scope of work, leading public engagement efforts, and completing assignments and developing plan recommendations independently. They also facilitated the 2025 Comprehensive Plan Progress Update, which involved other city agencies, and currently serves as the primary Planning representative for Economic Development Division's Strategy and Madison Department of Transportation's Perry Street Connection Study project. This work is more in line with that of a Planner 2 and warrants reclassification.
	New classification:	Planner 2
	Classification code:	H159
Comp Group / Range:	18/8	
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	12/7/2025	

Finance Budget Analysts	Estimate Cost of Change:	Approx. \$650 in 2025 accommodated through salary savings. Approx. \$9,600 in 2026. This will be monitored in 2026 compared to the rest of the budget to see impact; agency typically has enough underspending to cover this amount.
	New or updated payroll allocation:	N/A
	Details on payroll allocation:	

Signed:

Erin Hillson

12-8-25

Human Resources Director

Date

M. McClain for D. Schmiedicke

12/5/25

Finance Director

Date

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Human Resource Analysts	Position number:	870
	Previous classification:	Community Relations Specialist
	Classification code:	H380
	Comp Group / Range:	18/04
	Employee Name / MUNIS #	Emily Jamieson
	Justification for recommendation:	Completion of Training Plan
	New classification:	Human Resources Analyst 1
	Classification code:	H091
Finance Budget Analysts	Comp Group / Range:	18/06
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/4/2026
Finance Budget Analysts	Estimate Cost of Change:	\$5,000 to \$9,000
	New or updated payroll allocation:	☐ Yes ☒ No
	Details on payroll allocation:	

Signed:

Erin Hillson 1-20-2026
Pennington per D. Schmiedicke 1/8/26

Ryan

Human Resources Director

Date

Finance Director

Date

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Human Resource Analysts	Position number:	1279, 1294, 3846
	Previous classification:	Parking Service Worker
	Classification code:	F112
	Comp Group / Range:	16/08
	Employee Name / MUNIS #	Andrew Burns #3001; Kevin Mullaney #1023
	Justification for recommendation:	By consolidating the Parking Service Worker (16/08) duties into the Parking Equipment Mechanic (16/10) classification, the position will encompass shared responsibility for revenue collection, secure handling and disbursement of money bags, recordkeeping, verification of collections, and detection and reporting of revenue discrepancies. The position will also be responsible for inspecting revenue equipment for proper operation, vandalism, or tampering, servicing and repairing parking meters, installing and troubleshooting signage, and maintaining parking equipment across the system. This consolidation eliminates overlapping responsibilities between classifications, streamlines operations, and supports long-term workforce stability within a rapidly evolving parking industry. This position performs skilled, hybrid work that combines frontline revenue accountability with technical field maintenance. Employees independently carry out mechanical, electrical, and operational tasks related to parking meters, pay stations, gated facilities, and

		associated infrastructure, while also managing secure cash collection and reconciliation processes. The work requires frequent public contact, independent judgment, and strict adherence to safety, security, and accountability standards. Employees diagnose and repair equipment malfunctions, perform preventive maintenance, and respond to vandalism or system failures using specialized tools, testing devices, and software systems. In addition, the position maintains detailed electronic and written records related to collections, repairs, and maintenance activities; prepares reports and incident documentation; and provides customer assistance related to equipment or payment issues. The position also supports special events, enforcement coordination, safety audits, and facility inspections, and assists with maintenance of parking lots, asphalt, curbs, and islands. This work reflects a deliberate restructuring of duties to integrate revenue collection and accountability functions into the skilled mechanical work performed by the Parking Equipment Mechanic. Consolidating the duties establishes a single, hybrid role that supports operational efficiency, accountability, and consistency in field operations. Incorporating revenue collection duties into the Parking Equipment Mechanic classification ensures that the scope of work, level of skill, and degree of responsibility are aligned with the technical, independent nature of the position. With this consolidation, the work is structured to appropriately fall within the Parking Equipment Mechanic (16/10) classification.
	New classification:	Parking Equipment Mechanic
	Classification code:	F106
	Comp Group / Range:	16/10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	02/15/2026

Finance Budget	Estimate Cost of Change:	\$12,000 to \$14,000 (total for all three positions)
	New or updated payroll allocation:	☐ Yes ☒ No

	Details on payroll allocation:	

Signed:

Erin Hillson 2-20-26
 Human Resources Director Date

Ryan Pennington for D. Schmiedicke 2/18/26
 Finance Director Date

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

Human Resource Analysts	Position number:	0430
	Previous classification:	Administrative Clerk 1 - Library
	Classification code:	O007
	Comp Group / Range:	32/04
	Employee Name / MUNIS #	Colleen Glaeser/#7895
Justification for recommendation:		The position is currently filled and has evolved significantly beyond its original Administrative Clerk scope supporting collection development and acquisitions processes. Upon further review, the role now includes higher-level financial and operational responsibilities, including preparing and transmitting purchase orders to vendors, processing invoices using the Library's ILS and the City's Munis system; reconciling purchasing card transactions, and coordinating closely with collection management staff. Additionally, the position now oversees and assigns work to lower-level clerical and hourly staff related to materials acquisitions, adding a level of leadership and accountability not previously required. These expanded duties align more closely with the Program Assistant1 classification, as they require specialized knowledge of financial systems, vendor coordination, and independent decision-making. The increased workload associated with the addition of a tenth library location, along with the operational need to

		establish redundancy in this critical function, further supports the need for reclassification. The scope, complexity, and organizational impact of the position justify the higher classification to Program Assistant 1.
	New classification:	Program Assistant 1 - Library
	Classification code:	O018
	Comp Group / Range:	32/06
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	03/01/2026

Finance Budget Analysts	Estimate Cost of Change:	3,729 in 2026; 4,475 annually
	New or updated payroll allocation:	☐ Yes ☒ No
	Details on payroll allocation:	The cost of the position reclassification in 2026 will be absorbed within the adopted Library operating budget.

Signed:

Erin Hillson 3/31/2026
 Human Resources Director Date

Maggie McClain for D. Schmiedicke 3/31/26
 Finance Director Date

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Human Resource Analysts	Position number:	3690
	Previous classification:	Parking Maintenance Worker 1
	Classification code:	F109
	Comp Group / Range:	16/09
	Employee Name / MUNIS #	Vacant
	Justification for recommendation:	This position provides semi-skilled and skilled, operational maintenance support for parking facilities through routine inspection, minor repairs, and equipment operation, with less focus on the advanced trades and leadership responsibilities previously assigned. Duties include assisting with facility upkeep, operating snow removal and grounds equipment, performing repairs to gates, meters, and cashier-operated equipment, and supporting parking operations through equipment transport, meter installation, and substitute coverage for absent staff. This position will provide a step progression from a Parking Maintenance Worker 1 by requiring a higher level of skill and technical knowledge of the Parking Maintenance Worker 1, such as performing some HVAC and intermediate electrical tasks, coordinating work orders, working with vendors and providing oversight on repair

	and maintenance projects. This position will also serve as the main trainer of the PMW 1 position. However, this position will no longer oversee the work of other employees, makes work assignments, performs advanced fabrication or design of equipment, completes licensed electrical work, or independently conducts complex mechanical, plumbing, or heating system repairs, therefore it is recommended to recreate this position to better align with the 16/11 compensation group and range.	
	New classification:	Parking Maintenance Worker 2
	Classification code:	F110
	Comp Group / Range:	16/11
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	02/15/2026

Finance Budget Analysts	Estimate Cost of Change:	\$4,000 to \$5,000
	New or updated payroll allocation:	☐ Yes ☒ No
	Details on payroll allocation:	

Signed:

Erin Hillson

Human Resources Director

3-5-2026

Date

Ryan Pennington for D. Schmiedicke 3/3/26

Finance Director

Date