



Human Resources Department

Harper Donahue, IV, Human Resources Director

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Date: February 25, 2022

To: Nikki Perez, Certified Municipal Clerk

From: Harper Donahue, IV, Human Resources Director

Re: Appeal of Job Study Recommendation

Thank you for your patience and thoroughness in sending your appeal materials to me on January 14, 2022. In accordance with City Personnel Rules, I have completed a thorough review of your appeal, the original study, and the recommendation to recreate positions in the Municipal Clerk Series at higher ranges. After reviewing the materials that were presented, I am in agreement with both HR Analyst Tory Larson and the incumbents that:

“...due to the growing complexity of elections this position has added supervision responsibilities as well. Duties for the Municipal Clerk Series have also become more complex due to the increase in legalities surrounding elections, the evolution of voting methods, the addition of polling locations, increase in staff size for election officials...”

Based on my review of the current position descriptions, the supporting materials found in the original study, and the information in the appeal as well, I conclude the following:

- The Municipal Clerk 1 classification is appropriately classified and should remain in CG 20 at Range 9
- The Municipal Clerk 2 classification be recreated in CG 20, Range 12; and that position numbers: 12652 (Heather Harris), 12690 (Maggie McClain), 13122 (Shelby Hanewold), and 5695 (Bonnie Chang) be recreated in the new range and the incumbents be reallocated to the new positions.
- The Certified Municipal Clerk classification be recreated in CG 20, Range 15; and that position numbers 2913 (Eric Christianson), 3258 (Thomas Lund), 714 (Nikki Perez), and 7161 (Jennifer Haar) be recreated in the new range and the incumbents be reallocated to the new positions.

After reviewing the duties performed within this series, as detailed in the position descriptions submitted with the study request, and the information provided during the appeal process, I have determined the study performed by Tory Larson accurately supports the Municipal Clerk 1 classification remaining in CG20, Range 9 as the entry-level position to this series. Accordingly, I concur with Larson’s assessment:

“...the Municipal Clerk 1 would remain at its current classification level. The Judicial Support Clerk 1 is also classified at CG 20, R 9. Both roles are entry-level position very similar to Administrative Clerks (CG20, R 9) where individuals have the opportunity to progress as their skills and knowledge increase; but generally does not have programmatic or leadership responsibilities.”

In your appeal, regarding the Municipal Clerk 1 classification, you noted ‘required years of experience.’

Specifically,

“During the most recent recruitment for the Municipal Clerk I position in 2020, the decision was made to hire directly from the existing hourly absentee voting clerk pool. These hourly employees all have 1+ years of election administration experience, including knowledge of basic election law, WisVote experience, extensive public contact with voters, and experience working in a fast-paced, politically-charged environment. The other positions in CG20/R9 do not require specific experience related to each position.”

I have long-term concerns that the reasoning provided in the appeal could potentially create an additional step (hourly absentee voting clerk) to the career ladder series. The 2020 decision to pull from the absentee voting clerk pool was made in large part due to covid-related restrictions, which made the normal testing process difficult. While it is great that it worked out, I have equity-related concerns with attaching the above-described experience to an entry-level position to a career ladder series.

When evaluating the information and reasoning provided for the other two classifications (Municipal Clerk 2 and the Certified Municipal Clerk), there is agreement when weighing the specialized knowledge and comparable labor market. I appreciate the analysis made by Ms. Larson, including the detailed description of the work changes; however, after reviewing the information provided by Ms. Larson and the incumbents in their appeal, I am comfortable supporting a recommendation for the Municipal Clerk 2 classification to be moved from CG20, Range 10 to CG20, Range 12 and for the objective classification, the Certified Municipal Clerk, to be moved from CG20, Range 11 to CG20, Range 15.

In closing, I want to emphasize this determination is not a measure of performance or a lack of respect for the important work performed. If you disagree with the decisions, the Personnel Rules allow you to appear before the Personnel Board. The Board may choose to uphold the decision or send the matter back for further study, with instruction on what needs to be looked at further. Please let Emaan Abdel-Halim know if you intend to appear so she can prepare the agenda for the Personnel Board meeting on March 16, 2022.

Editor’s Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
20/9	\$ 47,618.48	\$ 53,540.76	\$ 59,965.62
20/12	\$ 51,762.62	\$ 58,048.38	\$ 65,014.30
20/15	\$ 56,547.40	\$ 63,003.72	\$ 70,564.26

CC: Maribeth Witzel-Behl, City Clerk
Tory Larson, HR Analyst
Emaan Abdel-Halim, HR Services Manager
Nikki Perez, Certified Municipal Clerk
Eric Christianson, Certified Municipal Clerk
Thomas Lund, Certified Municipal Clerk
Jennifer Haar, Certified Municipal Clerk
Heather Harris, Municipal Clerk 2
Maggie McClain, Municipal 2
Shelby Hanewold, Municipal Clerk 2
Bonnie Chang, Municipal Clerk 2