

CITY OF MADISON

Personnel Board Report

January through March 2026 Report of Authorized Administrative Actions:

The following table includes the Authorized Administrative Actions as of March 3, 2026.

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Planning	Planner 1	4420	18/6	Planner 2	18/8
Human Resources	Community Relations Specialist	870	18/04	Human Resources Analyst	18/06

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 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 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
	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:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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