

CITY OF MADISON

Personnel Board Quarterly Report to Finance Committee

April 2025 Report of Authorized Administrative Actions:

The following table includes the 2025 Authorized Administrative Actions Year to Date

PB Agenda	Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Jan 2025	Parks	Parks Equipment Mechanic 1 (F115)	1425, 1458, 1422	16/13	Parks Equipment Mechanic 2 (F116)	16/15
April 2025	Library	Library Assistant 1 (O015, O022)	3798, 3724, 3302	32/05	Library Assistant 1 (O015, O022)	32/05
April 2025	Building Inspection	Code Enforcement Officer3 (F020)	3772	16/19	Zoning Code Officer 2 (F175)	16/16
April 2025	Water	Master Mechanic (F098)	1789	16/15	Maintenance Mechanic 2 (F094)	16/15

Report of Position Study Denials:

No position studies denials have been finalized as of April 9, 2025.

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:

- 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 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:	1422, 1425, 1458
	Previous classification:	Parks Equipment Mechanic 1
	Classification code:	F115
	Comp Group / Range:	16/13
	Employee Name / MUNIS #	Todd Drake/3098 (PCN 1422); Kevin Koch/2451 (PCN 1425); Vacant (PCN 1458)
	Justification for recommendation:	Due to independent nature of the work, all Parks Equipment Mechanics need to develop advanced-level skills.
	New classification:	Parks Equipment Mechanic 2
	Classification code:	F116
	Comp Group / Range:	16/15
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/5/2025
Finance Budget Analysts	Estimate Cost of Change:	\$16,375 – PCN #1422 \$6,187; PCN #1425 \$6,300; PCN #1458 \$3,888
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	Reviewed/updated with Results Madison for 2025 budget. No changes needed. Single org code allocations for PCNs #1422, #1425, #1458.

Signed:



R. Mulcahy for D. Schmiedicke

1/6/2025

Human Resources Director

Date

Finance Director

Date

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Human Resource Analysts	Position number:	3798 (decrease .2 FTE from 1.0 FTE to .8 FTE), 3724 (increase .05 FTE from .9 FTE to .95 FTE) 3302 (increase .15 FTE from .8 FTE to .95 FTE)
	Previous classification:	Library Assistant 1
	Classification code:	O015 Full-time O022 Part-time
	Comp Group / Range:	32/05
	Employee Name / MUNIS #	3798 – Schmidt, Amy #1482 3724 – Said, Abas #4154 3302 – Robinson, JeVaughnte #7847
	Justification for recommendation:	All three positions are in the same compensation group, no job duties have changed, and the creation of a new classification is not required. The budget is not negatively impacted as the changes result in cost savings. There is no net FTE change among the 3 Library Assistant 1 positions.
	New classification:	Library Assistant 1
	Classification code:	O015 Full-time O022 Part-time
	Comp Group / Range:	32/05
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	December 22, 2024
Finance Budget	Estimate Cost of Change:	-1,263.20
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Details on payroll allocation:	
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Signed:

<u><i>Erin Hillson</i></u>	<u>12-27-2024</u>
Human Resources Director	Date

<u>M. McClain for D. Schmiedicke</u>	<u>12/18/24</u>
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 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.

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Human Resource Analysts	Position number:	3772
	Previous classification:	Code Enforcement Officer 3
	Classification code:	F020
	Comp Group / Range:	16/19
	Employee Name / MUNIS #	n/a - vacant
	Justification for recommendation:	This request meets all four parameters. The position is vacant in Building Inspection and is needed in Zoning to review permits and plans, respond to customer questions, investigate complaints, and enforce code. The workload in Zoning has increased significantly and is unmanageable for the current staffing level, which warrants the recreation of the position.
	New classification:	Zoning Code Officer 2
	Classification code:	F175
Comp Group / Range:	16/16	
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):		
Finance Budget	Estimate Cost of Change:	-8,586
	New or updated payroll allocation:	Payroll should be billed to org 60300.

	Details on payroll allocation:	The other Zoning Officers within BI have payroll billed to org 60300.
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Signed:

Erin Hillson 2-18-2025
Human Resources Director Date

Maggie McClain for D. Schmiedicke 2/14/25
Finance Director Date

10. Administrative Authorization for Position Changes

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- 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:	1789
	Previous classification:	Master Mechanic
	Classification code:	F098
	Comp Group / Range:	16/15
	Employee Name / MUNIS #	N/A
	Justification for recommendation:	The Master Mechanic classification no longer exists. To recruit for PCN 1789, the classification would be updated to Maintenance Mechanic 2. There would not be a change in salary due to both classifications being the same compensation group and range (16/15).
	New classification:	Maintenance Mechanic 2
	Classification code:	F094
Finance Budget Analysts	Comp Group / Range:	16/15
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	02/02/2025
	Estimate Cost of Change:	\$0 – this change is to classification only in the same comp group/range.
Finance Budget Analysts	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	2025 Allocation Code – 258603. Allocation is 24% 140086-51110; 76% 86318420-51110.

Signed:

Erin Hillson 2-11-2025
Human Resources Director Date

R. Mulcahy for D. Schmiedicke 2/3/2025
Finance Director Date