

CITY OF MADISON

Personnel Board Quarterly Report to Finance Committee

December 2024 Year End Report of Authorized Administrative Actions:

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

PB Agenda	Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
June 2024	Economic Development	Real Estate Specialist 2	692	18/08	Real Estate Specialist 3	18/10
June 2024	Parks	Landscape Architect 2	4705	18/08	Landscape Architect 3	18/10
June 2024	MPD	Program Assistant 1	2545	20/11	Program Assistant 2	20/12
June 2024	Transportation	Public Information Officer 1	1253	18/08	Public Information Officer 2	18/10
July 2024	CDA Housing	Program Assistant 1 (J070)	3891	20/11	Accounting Technician 2 (J006)	20/14
July 2024	Metro	Transit Account Clerk 2 (R003)	2919	42/09	Transit Accounting Technician 1 (R005)	42/13
July 2024	HR	Program Assistant 1 (J070)	856	20/11	Program Assistant 2 (J071)	20/12
July 2024	Traffic Engineering	Pedestrian Bicycle Administrator (H321)	1230	18/10	Pedestrian Bicycle Administrator (H321)	18/12
July 2024	Streets	Public Works Foreperson 1 (H384)	1725	18/05	Public Works Foreperson 2 (H385)	18/06
August 2024	IT	IT Specialist 2 (H246)	5091	18/08	IT Specialist 3 (H247)	18/10
Sept 2024	Traffic Engineering	Not Classified in 2023	XXXX	18/10	Administrative Analyst 3 (H009)	18/10
October 2024	Economic Development	Real Estate Specialist 2 (H337)	4632	18/08	Real Estate Specialist 3 (H338)	18/10
October 2024	Economic Development	Real Estate Specialist 2 (H337)	3611	18/08	Real Estate Specialist 3 (H338)	18/10

October 2024	Clerk's Office	Convert Hourly Funds	N/A	20/00	3.0 LTE Municipal Clerks (J049)	20/12
October 2024	Traffic Engineering	Maintenance Painter (F095) Shared with Parks	4368	16/13	Traffic Control Maintenance Worker (F151) Shared with Parks	16/10
October 2024	Water Utility	Water Quality Manager (H213)	1779	18/14	Water Quality Manager (H213)	18/15
October 2024	Parking	90% FTE Customer Service Ambassador (F226)	1288	16/04P	100% FTE Customer Service Ambassador (F225)	16/04
December 2024	Streets	Public Works Laborer (E053)	1705	15/02	Street Operator 1 (E030)	15/04
December 2024	Library	Library Assistant 1 (O015)	3798, 3724, 3302	32/05	Library Assistant (FTE adjustments)	32/05

Report of Position Study Denials:

Three position studies were deemed to be appropriately classified and denied reclassification as of December 31, 2024.

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

Parking is undergoing a reorganization, and these positions will be upgraded to Parking Operations Leadworkers classified as Field Service Leadworker 2, with the addition of maintenance section responsibilities. These new positions were created in the 2025 budget and current interested staff are being trained for these higher-level duties and will be promoted or reclassified after six months of performing these new tasks. This result was shared with supervisor on 11/8/2024.

The Water Utility Customer Service Section is undergoing many changes in workflows and staffing. As a result of shifting duties, additional staffing, and software changes during the study process made it a challenge to get an accurate representation of the full scope of work. Therefore, based on the information provided the duties are still in alignment with the Financial Operations Leadworker classification. This memo was shared with the supervisor on 12/18/2024.

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:

- 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:	1705
	Previous classification:	Public Works Laborer (underfill of SMO1)
	Classification code:	E053
	Comp Group / Range:	15/02
	Employee Name / MUNIS #	Timothy Gutierrez / 19624
	Justification for recommendation:	Position is budgeted as SMO1 and underfilled as Public Works Laborer. Incumbent has obtained Class B CDL and now meets MQs for SMO1.
	New classification:	Street Machine Operator 1
	Classification code:	E030
	Comp Group / Range:	15/04
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	12/8/2024

Finance Budget Analysts	Estimate Cost of Change:	\$8,165
	New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Details on payroll allocation:	254401 is allocation code for 2025. All non Forestry-only employees in Streets are allocation code 254401 following the Results Madison Chart of Accounts update.

Signed:

<u>Erin Hillson</u>	<u>12/16/2024</u>			<u>R.</u>
<u>Mulcahy for D. Schmiedicke</u>	<u>12/16/24</u>			
Human Resources Director	Date	Finance Director		Date

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- 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.

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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:

Erin Hillson 12-27-2024
 Human Resources Director Date

M. McClain for D. Schmiedicke 12/18/24
 Finance Director Date