

# CITY OF MADISON

## Personnel Board Report

### February 2025 Report of Authorized Administrative Actions:

The following table includes the Authorized Administrative Actions as of the end of February 2025

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Building Inspection	Code Enforcement Officer3 (F020)	3772	16/19	Zoning Code Officer 2 (F175)	16/16
Water	Master Mechanic (F098)	1789	16/15	<a href="#">Maintenance Mechanic 2 (F094)</a>	16/15

### 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:

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

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

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 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:	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