CITY OF **MADISON**

Personnel Board Report

Report of Authorized Administrative Actions:

The following table includes the 2024 Authorized Administrative Actions taken as of September 3, 2024

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Traffic Engineering	Not Classified in 2023	XXXX	18/10	Administrative Analyst 3 (H009)	18/10

Report of Position Study Denials:

There were no position studies denials finalized as of September 3, 2024.

Position/Classification Worksheet

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

Position number:	TBD
Previous classification:	N/A – New Position
Classification code:	N/A – New Position
Comp Group / Range:	N/A – New Position (Approved for 18/10)
Employee Name / MUNIS #	N/A
Justification for recommendation:	Position will perform program development, implementation, and coordination work, requiring thorough knowledge of program initiatives, budgeting principles/practices, and program/project management principles and practices
New classification:	Administrative Analyst 3
Classification code:	H009
Comp Group / Range:	18/10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/7/2024
Estimate Cost of Change:	N/A – This position was created in the 2023 operating budget, contingent on federal funding, and was not previously classified.
New or updated payroll allocation:	X Yes ☐ No
Details on payroll allocation:	This position is to be funded entirely by grant dollars and the payroll allocation should be set up for that allocation. No General Fund budget has been allocated for the position.

Signed:

Erin Hillson, 9-3-2024

Human Resources Director Date

Ryan Pennington on behalf of Dave Schmiedicke 8/29/24

Finance Director Date