CITY OF **MADISON**

Personnel Board Report

Report of Authorized Administrative Actions:

The following table includes the 2024 Authorized Administrative Actions taken as of August 2, 2024

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
IT	IT Specialist 2 (H246)	5091	18/08	IT Specialist 3 (H247)	18/10

Report of Position Study Denials:

There were no position studies denials finalized as of August 2, 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.

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Human Resource Analysts	Position number:	5091
	Previous classification:	IT Specialist 2
	Classification code:	H246
	Comp Group / Range:	18/8
	Employee Name / MUNIS #	Vacant
	Justification for recommendation:	This new position is dedicated to addressing IT needs specifically related to the Department of Transportation, which includes project leadership through budgeting, planning, implementation, and supporting documentation. The work requires considerable judgment, discretion, and expertise to implement, manage, and evaluate projects and initiatives at the agency level and is characterized by significant technical or project leadership that may include organizing and motivating a project team. This is work found at the IT Specialist 3 level.
	New classification:	IT Specialist 3
	Classification code:	H247
	Comp Group / Range:	18/10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/21/24

Finance Budget Analysts	Estimate Cost of Change:	$7,000 to $11,000
	New or updated payroll allocation:	New
	Details on payroll allocation:	This position is budgeted 70% to Parking, 25% to TE, and 5% to Transportation. The agency needs to decide if they want automatic allocations or use exemption entry. The position is currently set up to allocate 100% to IT, which is not inline with the budget.

Signed:

Erin Hillson 7-15-2024
Human Resources Director Date

David Schmiedicke 7-15-2024
Finance Director Date