CITY OF **MADISON**

Personnel Board Report

Report of Authorized Administrative Actions:

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

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
CDA Housing	Program Assistant 1 (J070)	3891	20/11	Accounting Technician 2 (J006)	20/14
Metro	Transit Account Clerk 2 (R003)	2919	42/09	Transit Accounting Technician 1 (R005)	42/13
HR	Program Assistant 1 (J070)	856	20/11	Program Assistant 2 (J071)	20/12
Traffic Engineering	Pedestrian Bicycle Administrator (H321)	1230	18/10	Pedestrian Bicycle Administrator (H321)	18/12
Streets	Public Works Foreperson 1 (H384)	1725	18/05	Public Works Foreperson 2 (H385)	18/06

Report of Position Study Denials:

There were no position studies denials finalized as of July 3, 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

Position number:	3891
Previous classification:	Program Assistant 1
Classification code:	J070
Comp Group / Range:	20/11

Employee Name / MUNIS #	n/a, vacant
Justification for recommendation:	CDA Housing is reimagining the responsibilities of this vacant position as they begin a phased redevelopment of their properties. This will require more involvement on the part of the Accountant with investor partnerships and additional financial reporting. This position will support those efforts by primarily providing paraprofessional accounting work including assistance with the operating budget and financial report preparation, procurement duties, and vendor management, in addition to payroll and administrative tasks.

New classification:	Accounting Technician 2
Classification code:	J006
Comp Group / Range:	20/14
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	5/26/24

Estimate Cost of Change:	5,692
New or updated payroll allocation:	☐ Yes x No
Details on payroll allocation:	Amount will be built into agency's cost to continue for 2025. Amount will be absorbed in budget for 2024.

Signed:

Erin Hillson	6-6-2024	Maggie McClain for D. Schmiedicke	5/31/24
Human Resources Director	Date	Finance Director	Date

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Human Resource Analysts	Position number:	2919
	Previous classification:	Transit Account Clerk 2
	Classification code:	R003
	Comp Group / Range:	42/09
	Employee Name / MUNIS #	James Sullivan (#11426)
	Justification for recommendation:	This position has taken on higher level Acct Tech duties with turnover of 2 higher level positions in the work unit. Such duties include payroll processing for maintenance staff, billing for monthly commute cards, and managing the employee leave database. These responsibilities were previously performed by an Account Clerk 3 and Accounting Technician 3.
	New classification:	Transit Accounting Technician 1
	Classification code:	R005
	Comp Group / Range:	42/13
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	3/17/2024 – Jim is receiving out of class pay and any retroactive pay adjustment should be offset accordingly.

Finance Budget	Estimate Cost of Change:	$9,000
	New or updated payroll allocation:	☐ Yes ☒ No

	Details on payroll allocation:	

Signed:

Erin Hillson 6-6-2024

Human Resources Director Date

Ryan Pennington for Dave Schmiedicke 6 /4/24

Finance Director Date

10. Administrative Authorization for Position Changes

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Human Resource Analysts	Position number:	856
	Previous classification:	Program Assistant 1
	Classification code:	J070
	Comp Group / Range:	20/11
	Employee Name / MUNIS #	Brittney Hayes (#11164)
	Justification for recommendation:	This position is responsibility for the program administration for multiple citywide employment related programs. These include – FMLA leave, Disability leave/layoff, Drug Testing and CDL Clearinghouse. Consistent with the Program Assistant 2 classification, this position has developed operating systems and procedures for various programs, as well as have a greater depth of knowledge, independent decision making, and coordination of program activities.
	New classification:	Program Assistant 2
	Classification code:	J071
	Comp Group / Range:	20/12
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	5/26/2024

Finan ce	Estimate Cost of Change:	$2,000

	New or updated payroll allocation:	No Change
	Details on payroll allocation:	

Signed:

Erin Hillson 6/20/24

Human Resources Director Date

Ryan Pennington for D. Schmiedicke 6/18/24

Finance Director Date

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

Human Resource Analysts	Position number:	1230
	Previous classification:	Pedestrian Bicycle Coordinator
	Classification code:	H321
	Comp Group / Range:	18/10
	Employee Name / MUNIS #	Vacant
	Justification for recommendation:	This position has taken on the supervision and administration for the Crossing Guard program. This transition has added 2 permanent staff and up to 60 hourly staff to provide crossing guard services to the Madison community. New programmatic work is justifiable for the placement of this classification in a new range.
	New classification:	Pedestrian Bicycle Coordinator
	Classification code:	H321 (same?)
	Comp Group / Range:	18/12
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/7/2024

Finance Budget	Estimate Cost of Change:	$8,482
	New or updated payroll allocation:	No Change

	Details on payroll allocation:	

Signed:

Erin HIllson 6-20-24

Human Resources Director Date

Ryan Pennington for D. Schmiedicke 6/18/24

Finance Director Date

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

Human Resource Analysts	Position number:	1725
	Previous classification:	Public Works Foreperson 1
	Classification code:	H384
	Comp Group / Range:	18/05
	Employee Name / MUNIS #	KEREVEN, NICHOLAS J (#1300)
	Justification for recommendation:	Current position is not budgeted at the higher career ladder level 2. This series is designed to progress within a 2 year period. Employee promoted into this position in Feb 2023 and now has developed increased job compentency, proficiency, knowledge, and responsbility.
	New classification:	Public Works Foreperson 2
	Classification code:	H385
	Comp Group / Range:	18/06
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	06/09/2024

Finance Budget	Estimate Cost of Change:	$1858.50 in 2024 ($3,718 annually)
	New or updated payroll allocation:	☐ Yes ☒ No

	Details on payroll allocation:	Allocation 440001

Signed:

Erin Hillson 6-20-24

Human Resources Director Date

Robert Mulcahy for D. Schmiedicke 6/11/24

Finance Director Date