CITY OF **MADISON**

Personnel Board Report

Report of Authorized Administrative Actions:

The following table includes the 2024 Authorized Administrative Actions taken as of May 28, 2024

Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Economic Development	Real Estate Specialist 2	692	18/08	Real Estate Specialist 3	18/10
Parks	Landscape Architect 2	4705	18/10	Landscape Architect 3	18/10
MPD	Program Assistant 1	2545	20/11	Program Assistant 2	20/12
Transportation	Public Information Officer 1	1253	18/08	Public Information Officer 2	18/10

Report of Position Study Denials:

There were no position studies denials finalized as of May 28, 2024.

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 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 .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:	692
Previous classification:	Real Estate Specialist 2
Classification code:	H337
Comp Group / Range	CG 18 / R 08

Employee Name / MUNIS #	Heidi Radlinger (#5999)
Justification for recommendation:	The ORES does not currently have RE Specialist 3 positions filled. For the last 4 years, the employee has bridged the gap between RE Spec 4 and RE Spec 2 positions by completing more complex work that would normally be done at the RE Spec 3 level. The employee is working at an advanced level requiring more complex planning, coordination, and implementation of real estate projects and transactions for acquisitions, sales, leasing, and property management.

New classification:	Real Estate Specialist 3
Classification code:	H338
Comp Group / Range	CG 18 / R10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/08/2024

Estimate Cost of Change:	10,600
New or updated payroll allocation:	☐ Yes ☒ No
Details on payroll allocation:	86% General Fund (63330), 14% Capital Fund

Signed:

Erin Hillson
Human Resources Director Date

Maggie McClain for D. Schmiedicke 4/30/24
Finance Director Date

Administrative Authorization for Position Changes

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d) There is less than a .2 increase in FTE, no change in FTE, or a reduction of FTE.

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Position number:	4705
Previous classification:	Landscape Architect 2
Classification code:	H113
Comp Group / Range	CG 18 / R 08

Employee Name / MUNIS #	Sarah Grimalkin (#11237)
Justification for recommendation:	The employee is taking on all duties within the LA 3 level of the series upon acceptable progress in fulfilling all duties of the current LA 2 level position. Landscape Architect positions are critical to the development and construction of parks and proper management of Board of Public Works contracts. The career progression series aligns with the City's values centered around employee development and engagement. Assigning work to this position will allow the Parks Planning and Development Manager to focus on higher level work. Having work performed at this level will also increase the capacity for the team to lead and complete more complex projects.

New classification:	Landscape Architect 3
Classification code:	H114
Comp Group / Range	CG 18 / R10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/22/2024

Estimate Cost of Change:	$10,183
New or updated payroll allocation:	☐ Yes ☒ No
Details on payroll allocation:	N/A

Signed:

Erin Hillson
Human Resources Director Date

Robert Mulcahy for D. Schmiedicke 5/3/24
Finance Director Date

Administrative Authorization for Position Changes

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Position number:	2545
Previous classification:	Program Assistant 1
Classification code:	J070
Comp Group / Range	CG20 / R 11

Employee Name / MUNIS #	Debbie Slawek (#1965)
Justification for recommendation:	In the past 3-5 years, as police applications have decrease nationwide, MPD's hiring timeline has become drastically more flexible and frequent changes and adjustments are made. This position is relied on heavily to coordinate changes to the recruiting and hiring timelines and make quick adjustments to multiple schedules for interviews or testing dates throughout the entire year. This has caused this position to interact more regularly with police officer candidates and MPD staff. There is also far more reliance on accelerated recruit academies and the incorporation of new candidate-centric practices have raised the technical proficiency of the position to remain effective. This position is taking on the full programmatic support for hiring at the training center, with the technical proficiency to meet programmatic objectives.

New classification:	Program Assistant 2
Classification code:	J071
Comp Group / Range	CG20 / R12
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	3/19/2024

Estimate Cost of Change:	$2,115
New or updated payroll allocation:	☐ Yes ☒ No
Details on payroll allocation:	

Signed:

Erin Hillson
Human Resources Director Date

Betsy York for D. Schmiedicke 4/29/2024
Finance Director Date

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 the following parameters:

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Position number:	1253
Previous classification:	Public Information Officer 1
Classification code:	H347
Comp Group / Range	CG 18 / R 08

Employee Name / MUNIS #	Kristin Brodowsky (#8023)
Justification for recommendation:	The PIO position transitioned to DOT for the 2024 Budget. The position will now be serving the whole of DOT, including TE and Parking related public communications. This request will upgrade the position to PIO2, and the employee has served as a PIO 1 since April 2022. This aligns with the expectation of career progression in this classification series.

New classification:	Public Information Officer 2
Classification code:	H348
Comp Group / Range	CG 18 / R10
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	1/08/2024

Estimate Cost of Change:	$10,000
New or updated payroll allocation:	☐ Yes ☒ No
Details on payroll allocation:	

Signed:

Erin Hillson
Human Resources Director Date

Ryan Pennington on behalf of Dave Schmiedicke 5/3/24
Finance Director Date