



Legislation Details (With Text)

**File #:** 81957      **Version:** 2      **Name:** Authorization for the Directors of Human Resources and Finance to administratively approve changes to positions within the annual approved operating budgets as allowed with the adoption of the newly revised City of Madison Personnel Rules.

**Type:** Resolution      **Status:** Passed

**File created:** 2/6/2024      **In control:** Human Resources Department

**On agenda:** 3/5/2024      **Final action:** 3/5/2024

**Enactment date:** 3/13/2024      **Enactment #:** RES-24-00181

**Title:** Authorization for the Directors of Human Resources and Finance to administratively approve changes to positions within the annual approved operating budgets as allowed with the adoption of the newly revised City of Madison Personnel Rules.

**Sponsors:** Satya V. Rhodes-Conway, Sabrina V. Madison

**Indexes:**

**Code sections:**

**Attachments:** 1. Summary of Major Changes - Personnel Rules Rewrite.pdf, 2. Personnel Rules Final Draft 02-2024.pdf, 3. Verveer amendment, 4. version 1

Date	Ver.	Action By	Action	Result
3/5/2024	1	COMMON COUNCIL	Amend	Pass
3/5/2024	2	COMMON COUNCIL	Adopt Unanimously	Pass
2/26/2024	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
2/14/2024	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
2/13/2024	1	FINANCE COMMITTEE	Referred	
2/13/2024	1	COMMON COUNCIL	Referred	
2/6/2024	1	Human Resources Department	Referred for Introduction	

**Fiscal Note**

The resolution authorizes the Directors of Human Resources and Finance to administratively approve certain personnel changes, as defined under the 2023 revision of the Personnel Rules. The intent of delegating administrative approval to the HR and Finance Directors is to simplify and modernize the process for approving position change and reallocations.

Under the revised Personnel Rules, the HR and Finance Directors can approve position changes in the following scenarios: creation of a new classification is not required; modifications result in less than a total of \$25,000 change in existing funding; the positions are within the same representation groups; and when there is less than a .2 increase in FTE, no change in FTE, or a reduction in FTE.

The fiscal impact of the above changes will be monitored through the semi-annual budget projection process. It is anticipated that most position changes and reallocations will be under the \$25,000 threshold and agencies will be able to absorb the costs within their base budget without requiring an additional appropriation. If a budget transfer or appropriation is required to cover a budget deficit, this will be included in a separate

resolution.

**Title**

Authorization for the Directors of Human Resources and Finance to administratively approve changes to positions within the annual approved operating budgets as allowed with the adoption of the newly revised City of Madison Personnel Rules.

**Body**

Whereas Section 3.53(3) of the MGO authorizes the Personnel Board to formulate rules and regulations for the administration of the City of Madison civil service system, subject to approval of the Common Council; and

Whereas in 2023 the Personnel Rules were revised as required every 5 years; and adopting of the new rules are pending final approval; and

Whereas the Summary of Major Changes document highlights the proposed updates and improvements to the Personnel Rules, and

Whereas revisions include an expansion the HR Director and Finance Director's authority to authorize simplified position changes and reallocations within predefined parameters without additional legislative approvals, and

Whereas a resolution will be put forth by the Common Council to designate this authority on an annual basis; and

Whereas it states in the revised Personnel Rules, Chapter 3, Section A, subsection 4; the Common Council may delegate authority to the Human Resources and Finance Directors to approve administrative modifications to positions within the operating budget given specific parameters including: creation of a new classification is not required; modifications result in less than a total of \$25,000 change in existing funding; the positions are within the same representation groups; and when there is less than a .2 increase in FTE, no change in FTE, or a reduction in FTE; and

Whereas, the Personnel Board has reviewed and recommended adoption of updated City of Madison Personnel Rules, revised 2023, a copy of which is attached.

Now therefore be it resolved that the Common Council approves the designation of the Human Resources Director and Finance Director with administrative authority to approve position modifications within agency's 2024 operating budget, therein.

Be it finally resolved that the Human Resources Director will provide a report on a quarterly basis to the Finance Committee and Personnel Board including all administratively approved personnel changes and reclassification denials.