Legislation Details (With Text)

File #:	50236	**Version:**	1	**Name:**	Recreating vacant position #4701 from a 1.0 FTE Program Assistant 1 (CG 20, Range 11) to a 1.0 FTE Architectural Aide 1 (CG 16, Range 12) in the Engineering budget.
Type:	Resolution			**Status:**	Passed
File created:	1/23/2018			**In control:**	FINANCE COMMITTEE
On agenda:	2/27/2018			**Final action:**	2/27/2018
Enactment date:	3/2/2018			**Enactment #:**	RES-18-00169

Title: Recreating vacant position #4701 from a 1.0 FTE Program Assistant 1 (CG 20, Range 11) to a 1.0 FTE Architectural Aide 1 (CG 16, Range 12) in the Engineering budget.

Sponsors: Paul R. Soglin, Denise DeMarb, Larry Palm

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
2/27/2018	1	COMMON COUNCIL	Adopt	Pass
2/12/2018	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
2/6/2018	1	COMMON COUNCIL	Refer	Pass
1/23/2018	1	Engineering Division	Referred for Introduction	

Fiscal Note

The proposed resolution authorizes the reclassification of the 1.0 FTE position #4701 within the Engineering Division from a Program Assistant 1 (CG20-RG11) to a Architectural Aide 1 (CG16-RG12). The annualized cost increase of the proposed reclassification, including benefits, is $5,000. There will be no additional appropriation necessary for the 2018 budget due to this position being vacant for part of the year; this position's labor costs are budgeted to be assigned 50% to capital projects and 50% to Engineering operating services in the adopted 2018 budget.

Title

Recreating vacant position #4701 from a 1.0 FTE Program Assistant 1 (CG 20, Range 11) to a 1.0 FTE Architectural Aide 1 (CG 16, Range 12) in the Engineering budget.

Body

WHEREAS, the 2018 Adopted Operating budget created two new FTEs in Engineering Division-Facilities Management for work associated with facility capital projects planned in the 2018 Capital Improvement Plan (CIP). The two newly created positions are a 1.0 FTE Engineer 1 and a 1.0 FTE Program Assistant 1; AND

WHEREAS, the Engineering Division and the Human Resources Department have determined after a position analysis that the 1.0 FTE Program Assistant 1 (PROGRAM ASST 1 (CG 20, RANGE 11)) does not provide the duties that Engineering Division-Facilities Management needs as a support-level employee for the Architects, Engineers, and Construction Managers in Facilities Management who are managing major remodels and new construction projects for the City of Madison; AND

WHEREAS, the Engineering Division and the Human Resources Department have determined that this support-level staff person is better suited as an 1.0 FTE Architectural Aide 1 (ARCHITECTURAL AIDE 1 (CG

16, RANGE 12)); AND

WHEREAS, based on financial analysis by the Engineering Division this will increase the annual salary from a PROGRAM ASST 1 (CG 20, RANGE 11) to an ARCHITECTURAL AIDE 1 (CG 16, RANGE 12) by $5,000 annually which will be charged to capital projects; AND

WHEREAS, based on the scheduled date for advertising and hiring of the ARCHITECTURAL AIDE 1 there will be no increase in budget for the year 2018; AND

WHEREAS, the Engineering Division-Facilities Management Operating budget for 2019 and beyond will increase by $5,000.

THEREFORE BE IT RESOLVED that the vacant 1.0 FTE position #4701 of Program Assistant 1 is deleted and recreated as a 1.0 FTE Architectural Aide 1 in the permanent salary detail of the Engineering budget, thereof.

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