

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: October 30, 2025

SUBJECT: New 2026 Budget Positions Classification Summary Analysis

At the request of Human Resources Director Erin Hillson, and on behalf of all department heads of agencies with new positions/classifications proposed in the 2026 operating budget, Human Resources makes the following recommendations. Several 2026 position requests require new classifications to be created, which are reviewed and analyzed below for proper placement in the compensation plan and salary schedules. As a result, this memo provides a summative analysis for the proposed new positions to classify these positions as part of the budget approval process.

New positions or upgrades to existing classifications are outlined below. The citywide compensation plan study is nearing completion, and consideration was given to make any necessary adjustments to any of the new classifications given that final analysis.

Human Resources Department – Human Resources Analyst 4 (CG18/R12)
New Classification Title: Benefits Manager (CG18/R15)

The Human Resources Department requested the reclassification of position #877 of Human Resources Analyst 4 (CG18/R12) as a Benefits Manager position in CG18, Range 15. This position is responsible managerial and supervisory human resources work in the development, implementation, and evaluation of the effectiveness of employee benefits, leave functions and accommodations. The work is characterized by a high degree of knowledge, judgment, and initiative in planning, overseeing, evaluating, and implementing the City's Benefit Programs, Workplace Accommodations, Paid Parental Leave, and Family and Medical Leave Act (FMLA). Work is characterized by considerable judgment, discretion and expertise in the administration of these benefit programs. Under the supervision of the Human Resources Director, the incumbent is expected to prepare comprehensive reports and recommendations; present and defend findings; and exercise professional skill regarding benefits program design and policy development.

Classifying the Benefits Manager in CG18 Range 15 aligns it with the Organizational Health/Development Manager classification in Human Resources, which is described as "...highly responsible professional and managerial work in ensuring the success and engagement of City of Madison employees and agencies through the coordinated work of the learning, organizational development, and wellness programs. The Organizational Development unit oversees the City's change management, strategic management, process improvement, employee engagement, and organizational planning initiatives. The position also oversees learning development and talent management, coordinates internal and external learning for employees, develops and delivers leadership initiatives for employees, and designs and implements work group interventions necessary for an effective organizational culture, and/or organizational performance. Under the general supervision of the Human Resources Director, the incumbent provides consultation at all levels of the

organization and exercises a high degree of independent judgment and discretion establishing and achieving program goals.”

This placement also parallels the previously deleted classification of Compensation and Benefits Manager in CG18 Range 15 which was responsible for performing similar work at an equivalent level. Therefore, we recommend the creation of the Benefits Manager classification in CG18/R15; recreation of position #877 as Benefits Manager, and the employee will underfill the new position while a trainee reclassification process is completed.

**Attachments: Class Spec and Position Description*

Streets Division/Forestry Section – Forestry Operations Supervisor (CG18/R8)

New Classification Title: Assistant City Forester (CG18/R10)

The Streets Division requested the reclassification of position #1495 of Forestry Operations Supervisor (CG18/R8) as Assistant City Forester in CG18, Range 10. This position includes acting for the City Forester by attending meetings as their representative to explain sectional activities or respond to operational concerns and assuming direct responsibility for sectional activities and programs in the absence of the City Forester. Additionally, this position assists the City Forester in preparing projections and justifications of personnel, equipment, and supply needs for budget development purposes and long-range planning; is responsible for cultivating and supporting professional networks within City agencies, with external partners (i.e., workforce development organizations, neighborhood affiliations, educational institutions, government entities, etc.); and for regional growth of arboriculture.

This is responsible professional, technical, programmatic, administrative, and supervisory work in directing and coordinating the maintenance, removal, planting, plant health care, and city planning for all public trees within the City of Madison. Work involves supervising the activities of a large staff of permanent and seasonal staff through lower-level supervisors. This includes development and implementation of in-service training programs, as well as development and coordination of projects related to plant health care and urban forest maintenance operations. The position also directs and monitors tree protection requirements for construction activities impacting trees in the right-of-way; and provides public information services; develops and coordinates hazardous materials management activities; planning, outlining and coordinating short and long-term/coordinated projects and section activities. The position cultivates internal and external networks in support of professional arboricultural services. Under general supervision of the City Forester, this position is responsible for exercising independent judgment and discretion in scheduling and monitoring monthly to yearly work activities; managing the Forestry field offices; and overseeing hiring of seasonal staff and related personnel and labor relations activities.

Classifying Assistant City Forester in CG18, Range 10 would align it with the Public Works Supervisor class, which is described as, “highly responsible supervisory work involving the planning, organization and direction of large field operations through subordinate supervisors. Positions in this class are responsible for supervising: 1) the operation and maintenance of the City’s water distribution system; 2) the day-to-day operations of the Fleet Services Division; 3) Streets field operations on the East or West sides of Madison; or 4) other comparable field operations. The work is characterized by the exercise of independent judgment and discretion in supervising the activities of large numbers of

workers with varied skill levels. Under general supervision, positions at this level report to a Division Head or Operations Manager and are normally part of the management team." Therefore, we recommend the creation of the Assistant City Forester classification in CG18/R10, recreation of position #1495 as Assistant City Forester, and reallocating the employee (C. Klinke) to the new position through the reclassification process.

**Attachments: Class Spec and Position Description*

Water Utility – Water Quality Program Supervisor (CG18/R9)

In 2024, the Water Utility combined the Water Quality and Water Supply sections under one Water Quality Manager (CG18/R15). This resulted in the Manager having 18 direct reports. Almost a year later, it has become clear that the Manager cannot adequately supervise all those staff and perform the programmatic and managerial aspects of his job. This request is to create a new classification of Water Quality Program Supervisor in CG18, Range 9, with one new position assigned to the class. The new position will take on direct supervision of Water Quality staff (6 total positions), and will administer various water quality programs. This will free up the Water Quality Manager to focus on water supply and high-level managerial issues.

The work is described as responsible technical, professional, and supervisory work in the Water Resources section specializing in the administration of Water Quality programs – sample collection and data reporting compliance, private well permitting and abandonment, cross connection control, and wellhead protection – and management of directly related information systems and personnel. The position is responsible for supervision and work assignments of Water Samplers, Cross Connection Control Inspectors, and the Program Specialist as well as documentation, storage, and reporting of data and information generated by that work. Under the general supervision of the Water Quality Manager, the work exercises a high degree of independence and judgment while coordinating with Water Engineering and other Water Resources sections staff.

Placement in CG18, Range 9 is appropriate as that range also contains the Construction Supervisor at Water Utility, as well as the Sidewalk Program Supervisor at Engineering. The internal comparable of the Construction Supervisor is relevant in that the Construction Supervisor also supervises staff engaged in inspection activities and has administrative responsibilities around construction planning, preparation and design work, and record keeping. The position also engages with various City staff and contractors. Similarly, the Sidewalk Program Supervisor has a combination of programmatic activities and supervisory responsibility. Therefore, we recommend creation of the new classification of Water Quality Program Supervisor, in CG18/R9, with a new position in the budget being allocated to this classification.

**Attachments: Class Spec and Position Description*

Clerk's Office – Deputy City Clerk (CG18/R10)

In 2025, a workgroup reviewed Clerk's Office operations and developed recommendations for appropriate staffing levels as well as workflow considerations. One recommendation was to recreate the focus and compensation group/range of the Deputy City Clerk classification. The workgroup's report noted that the current Deputy City Clerk classification, in CG18, R7 and consisting of one employee, does not have formal supervisory responsibilities and is not responsible for major aspects of

the election cycle. Rather, the entire organizational structure is flat, with all employees cross-trained and the City Clerk responsible for direct supervision of all. The workgroup recommended, in order to improve operational efficiencies and create better-defined roles and responsibilities, that two Deputy City Clerks be created which have both supervisory and defined programmatic responsibilities. One Deputy City Clerk will have primary responsibility for election management, and the other will have responsibility for licensing and administration. Both Deputy City Clerks will directly supervise staff in those respective areas and report to the City Clerk.

The current classification of Deputy City Clerk is in CG18, R7 and was created at a time when the City Clerk was in CG21, R15. Since that time, the City Clerk has been moved to CG21, R18. For other CG21, R18 positions that have lower-level supervisors, none are as low as a range 7. Also, because of the added responsibility of formal supervision and programmatic responsibility, it is appropriate that the Deputy City Clerk be raised to a Range 10. Many other high-level managers and coordinators from larger agencies are in this CG and Range with similar responsibility for policy development and staff oversight.

Because the added work of supervision and programmatic responsibility is not currently being performed by the incumbent, a reclass is not appropriate. Rather, the request is that the current classification of Deputy City Clerk (H375) is recreated in CG18, R10. The current position of Deputy City Clerk, #4651, will be recreated to CG18, R10 and the employee (J. Verbick) will be reallocated to the new position but will remain funded at Range 7 until the position will be filled at the Range 10 level. In addition, a new 1.0 FTE position of Deputy City Clerk in CG18, R10 will be created as of January 1, 2026.

**Attachments: Class Spec*

Clerk's Office – Municipal Clerk Leadworker (CG20/R17)

A second recommendation from the workgroup is to create a new classification of Municipal Clerk Leadworker. Leadworkers will assign staff discrete tasks and provide accountability for the completion of specific work areas. The leadworkers will provide staff with subject matter expertise, help assign work, and triage major concerns. They will also be added support to the Deputy City Clerks.

Because of the flat structure in the Clerk's Office, no leadworker exists today. The highest non-management classification is the Certified Municipal Clerk, in CG20, R15. Because the leadworkers will oversee the work of the Certified Municipal Clerks, as well as Municipal Clerks 1 and 2, it is appropriate to create the leadworker classification in a higher range. Normally, leadworkers are at least 2 ranges higher than the employees they lead. Therefore, the recommendation is to create a new classification of Municipal Clerk Leadworker in CG20, R17. Furthermore, 3 positions (#708, 743 and 4047) of Certified Municipal Clerk will be recreated as Municipal Clerk Leadworker as of July 1, 2026. All positions will be filled through a recruitment process.

**Attachments: Class Spec*

The necessary Resolution to implement this recommendation has been prepared.

Editor's Note:

Effective Date: 1/1/2026

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
20/17	\$68,884	\$78,636	\$88,073
18/7	\$73,638	\$87,232	\$97,699
18/8	\$76,903	\$91,258	\$102,209
18/9	\$80,003	\$95,794	\$107,290
18/10	\$83,478	\$100,326	\$112,366
18/12	\$91,258	\$110,173	\$123,393
18/15	\$105,118	\$126,565	\$141,753

cc: Mayor Satya Rhodes-Conway
David Schmiedicke – Finance Director
Christine Koh – Assistant Finance Director, Finance
Erin Hillson - Human Resources Director
Kurt Rose - Employee and Labor Relations Manager
Charlie Romines – Public Works Team Lead & Streets Superintendent
Krishna Kumar – Water Utility General Manager
Lydia McComas – City Clerk
Dan Rolfs – President, MPSEA
Rick Marx – Staff Rep, Local 6000
Greg Gotzion – President, Local 6000