

CITY OF MADISON

Personnel Board Quarterly Report to Finance Committee

September 2025 Report of Authorized Administrative Actions:

The following table includes the 2025 Authorized Administrative From April 9 to September 9.

PB Agenda	Agency	Current Classification	Position Control # (PCN)	CG/Range	New Classification	CG/Range
Sept 2025	Human Resources	Program Assistant 1	4998	20/11	Program Assistant 2	20/12
Sept 2025	Planning	Planner 2	4467	18/8	Planner 3	18/10
Sept 2025	Finance	Administrative Analyst 3	3194	18/10	Administrative Analyst 4	18/12
Sept 2025	Building Inspection	Plan Review Specialist 2	676	16/16	Plan Review Specialist 3	16/19
Sept 2025	Fire	Administrative Clerk 1	4195, 2165, 4061	20/9	Program Assistant 1	20/11
Sept 2025	Parks	Plumber	1423	71/4	Building and Trades Foreperson	71/05
Sept 2025	Planning	Planner 2	3652, 3651, 4505	18/8	Planner 3	18/10

Report of Position Study Denials:

No position studies denials have been finalized as of September 9, 2025.

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 ALL 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 no more 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

Human Resource Analysts	Position number:	4998
	Previous classification:	Program Assistant 1
	Classification code:	J070
	Comp Group / Range:	20/11
	Employee Name / MUNIS #	Katarina Klafka #13081
	Justification for recommendation:	This position is now responsible for a more substantial role requiring an in-depth knowledge of the citywide Benefits program. The position independently performs more comprehensive and advanced-level work functions (i.e. COBRA, NMSN, life insurance claims, website management, explaining policies, researching nuances) supporting the program and the Benefits Supervisor. This level of work falls within the Program Assistant 2 classification. The request meets all 4 parameters for Administrative Actions.
	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):	4/27/25	

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 ALL of the following parameters:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- There is no more 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

Human Resource Analysts	Position number:	4467
	Previous classification:	Planner 2
	Classification code:	H159
	Comp Group / Range:	18/8
	Employee Name / MUNIS #	Urvashi Martin #7486
	Justification for recommendation:	This position now has leadership responsibilities, including serving as project manager on various Development Plans, co-project manager on Area Plans, co-author of reports, and managing contracts. This work requires: working with Alders, other policymakers, community members and organizations, and the media; leading teams; and giving presentations and facilitating public meetings. This level of work falls within the Planner 3 classification. The request meets all 4 parameters for Administrative Actions.
	New classification:	Planner 3
	Classification code:	H160
Comp Group / Range:	18/10	
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	5/25/25	

Finance Budget Analysts	Estimate Cost of Change:	6,425 Impact of 3 quarters in 2025. Slightly updated since provided to agency, but only 125 difference.
	New or updated payroll allocation:	N/A
	Details on payroll allocation:	

Signed:

Erin Hillson

5-19-2025

Human Resources Director

Date

Maggie McClain for D. Schmiedicke 5/15/25

Finance Director

Date

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:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- 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

Human Resource Analysts	Position number:	3194
	Previous classification:	Administrative Analyst 3
	Classification code:	H009
	Comp Group / Range:	18/10
	Employee Name / MUNIS #	Ryan Pennington / 13827
	Justification for recommendation:	Ryan is the most senior budget analyst. No other Analyst 4s - needed for complex analyses.
	New classification:	Administrative Analyst 4
	Classification code:	H010
	Comp Group / Range:	18/12
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	01/05/2025
Finance Budget Analysts	Estimate Cost of Change:	\$11,200
	New or updated payroll allocation:	☐ Yes ☒ No
	Details on payroll allocation:	

Signed: on behalf of Erin Hillson



Human Resources Director 6/2/2025
Date

 for 5/30/25

Finance Director Date

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 ALL 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 no more 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

Human Resource Analysts	Position number:	676
	Previous classification:	Plan Review Specialist 2
	Classification code:	F121
	Comp Group / Range:	CG16/16
	Employee Name / MUNIS #	Katie Mooney #11175
	Justification for recommendation:	The incumbent is performing work of a Plan Review Specialist 2 with a higher degree of professional complexity, initiative, judgment, and discretion. She provides technical assistance relating to code requirements and compliance to highly skilled, professional architects, engineers, designers, contractors, inspectors, novice builders, homeowners and the general public on a daily basis. In many cases, she has been responsible for reviewing, correcting, and teaching architects and engineers proper structural design. She has trained a lower-level Plan Review Specialist in the plan review aspects of their position and was instrumental in getting them up to speed. She recently passed the Commercial Plan Reviewer/Inspector credential exam and meets the license requirements in order to independently review commercial building plans to ensure building and mechanical code

		compliance and answer building and mechanical code questions relating to State and City building requirements, permit fees and appeal procedures. This type of work falls within the Plan Review Specialist 3 classification. The request meets all 4 parameters for Administrative Actions.
	New classification:	Plan Review Specialist 3
	Classification code:	F122
	Comp Group / Range:	CG16/19
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/6/25

Finance Budget Analysts	Estimate Cost of Change:	10,932
	New or updated payroll allocation:	n/a
	Details on payroll allocation:	Maintaining same payroll allocation. Estimated cost based on employee step/longevity remaining the same (3%/step 4). Cost will be absorbed within agency's existing budget.

Signed:


Erin Hillson 7-3-2025
Human Resources Director Date

M. McClain for D. Schmiedicke 6/30/25
Finance Director Date

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 ALL of the following parameters:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- There is no more 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

Human Resource Analysts	Position number:	4195
	Previous classification:	Administrative Clerk 1
	Classification code:	J011
	Comp Group / Range:	CG20/9
	Employee Name / MUNIS #	Aaron Schultz #2831
	Justification for recommendation:	This position provides specialized programmatic support work requiring in-depth technical knowledge of the Fire Department's Elevator Inspection Program. The position independently reviews blueprints and elevator plan submittals for compliance, issues permits and violation notices, processes financial transactions and reconciles budget accounts, monitors and renews credentials/certifications, manages data in Accela, and interacts with contract inspectors and property owners. The position also has program management responsibility for State and County Hazmat grants. This level of work falls within the Program Assistant 1 classification. The request meets all 4 parameters for Administrative Actions.
	New classification:	Program Assistant 1
	Classification code:	J070
Comp Group / Range:	CG20/11	

	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/6/25
--	--	--------

Finance Budget Analysts	Estimate Cost of Change:	\$4,333
	New or updated payroll allocation:	N/A – should be current from Results Madison updates.
	Details on payroll allocation:	75% 30252; 15% 30110720; 10% 30314

Signed:

Erin Hillson 7/3/2025
Human Resources Director Date

R. Mulcahy for D. Schmiedicke 6/27/25
Finance Director Date

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 ALL 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 no more 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

Human Resource Analysts	Position number:	2165
	Previous classification:	Incumbent: Administrative Clerk 1 Position: Program Assistant 1
	Classification code:	J011
	Comp Group / Range:	CG20/9
	Employee Name / MUNIS #	Erica Carlson #17793
	Justification for recommendation:	The current incumbent was hired into this position as an Administrative Clerk 1 and has been underfilling it since that time. They are now performing the full scope of responsibilities of the position, which includes a significant amount of time analyzing Open Records requests for EMS reports and ambulance billings, ensuring HIPAA compliance, exercising judgment when redacting information before releasing information, participating in RFP processes and other programmatic support work for the EMS Division and Health & Wellness Program.
	New classification:	Program Assistant 1
	Classification code:	J070
Comp Group / Range:	CG20/11	
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/6/25	

Finance Budget Analysts	Estimate Cost of Change:	\$3,997
	New or updated payroll allocation:	N/A – should be updated from Results Madison updates.
	Details on payroll allocation:	30% 30110720; 30% 30120; 20% 30110723; 20% 30312

Signed:


7-3-2025
 Human Resources Director Date

R. Mulcahy for D. Schmiedicke 6/27/25
 Finance Director Date

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 ALL of the following parameters:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- There is no more 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

Human Resource Analysts	Position number:	4061
	Previous classification:	Administrative Clerk 1
	Classification code:	J011
	Comp Group / Range:	CG20/9
	Employee Name / MUNIS #	Tony Li #3139
	Justification for recommendation:	This position provides specialized programmatic support work requiring in-depth technical knowledge of the Fire Department's Plan Review and Fire Prevention Programs. The position independently reviews fire protection plan submittals for compliance, processes financial transactions and reconciles budget accounts, monitors and renews credentials, manage fire licenses and testing; manages data in Accela, and liaisons with contractors and licensees. The position also supports the Emergency Management team and efforts. This level of work falls within the Program Assistant 1 classification. The request meets all 4 parameters for Administrative Actions.
	New classification:	Program Assistant 1
	Classification code:	J070
Comp Group / Range:	CG20/11	

	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/6/25
--	--	--------

Finance Budget Analysts	Estimate Cost of Change:	\$4,214
	New or updated payroll allocation:	N/A should be updated from Results Madison updates.
	Details on payroll allocation:	75% 30250; 15% 30110720; 10% 30500

Signed:

Erin Hillson 7-3-2025
 Human Resources Director Date

R. Mulcahy for D. Schmiedicke 6/27/25
 Finance Director Date

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 ALL the following parameters:

- The positions are within the same compensation groups.
- The creation of new classification is not required.
- The modifications result in less than a total of \$25,000 change in existing funding.
- There is no more 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

Human Resource Analysts	Position number:	1423	Justification: Previous incumbent of 1423 is a Master Plumber and promoted to Foreperson, which had previously been held by a Master Electrician. This created a need for a separate Master Electrician-level position.
	Previous classification:	Plumber	
	Classification code:	U006	
	Comp Group / Range:	71/04	
	Employee Name / MUNIS #	VACANT	
	Justification for recommendation:		
	New classification:	Building and Trades Foreperson	
	Classification code:	U016	
	Comp Group / Range:	71/05	
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	7/6/2025	
Finance Budget Analysts	Estimate Cost of Change:	\$7,327	
	New or updated payroll allocation:	☐ Yes ☒ No	
	Details on payroll allocation:	Position #1423 is 100% allocated to org 51230 following Parks RM updated service structure.	

Signed:

Erin Hillson 7-29-2025
Human Resources Director Date

R. Mulcahy for D. Schmiedicke 7/29/25
Finance Director Date

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 ALL 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 no more 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

Human Resource Analysts	Position number:	3652
	Previous classification:	Planner 2
	Classification code:	H159
	Comp Group / Range:	CG18/R8
	Employee Name / MUNIS #	William Holloway #10252
	Justification for recommendation:	The position is now responsible for project management and leadership roles in transportation planning and projects. The work includes leading the Dane County Electric Vehicle Charging Infrastructure Plan and steering team, serving as co-lead on Metropolitan Planning Organization's (MPO) Active Transportation Plan, staffing the MPO Technical Coordinating Committee, presenting before the Plan Commission and Technical Coordinating Committee and Policy Board, representing MPO on the Dane County Traffic Safety Commission, coordinating with internal staff and external partners, managing grants, and leading negotiations and RFPs. Other leadership projects have included the Dane County Bicycle and Pedestrian Crash Study and transition of MPO performance measures reporting to an online dashboard. This senior level work requires independent initiative,

		discretion, and judgment and aligns with the Planner 3 classification.
	New classification:	Planner 3
	Classification code:	H160
	Comp Group / Range:	CG18/R10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	8/3/25

Finance Budget Analysts	Estimate Cost of Change:	11,290
	New or updated payroll allocation:	
	Details on payroll allocation:	No update to payroll allocation. Fully allocated to Other Grants fund. Funding will be available through salary savings generated through vacant 0.5 FTE Admin Clerk.

Signed:


7-22-2025
 Human Resources Director Date

M. McClain for D. Schmiedicke 7/22/25
 Finance Director Date

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 ALL 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 no more 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

Human Resource Analysts	Position number:	3651
	Previous classification:	Planner 2
	Classification code:	H159
	Comp Group / Range:	CG18/R8
	Employee Name / MUNIS #	David Kanning #2557
	Justification for recommendation:	The position is now responsible for project management and leadership roles in transportation planning and projects. The work includes administering the federal Surface Transportation Block Grant-Urban formula program, leading the preparation and management of the annual Transportation Improvement Program, leading updates and improvements to the travel model, serving as lead to ensure Metropolitan Planning Organization (MPO) adopts federal mandate targets, coordinating with internal staff and external partners, presenting before the MPO Technical Coordinating Committee and Policy Board, and initiating other process improvements. This senior level work requires independent initiative, discretion, and judgment and aligns with the Planner 3 classification.
	New classification:	Planner 3

	Classification code:	H160
	Comp Group / Range:	CG18/R10
	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	8/3/25

Finance Budget Analysts	Estimate Cost of Change:	11,618
	New or updated payroll allocation:	
	Details on payroll allocation:	No update to payroll allocation. Fully allocated to Other Grants fund. Funding will be available through salary savings generated through vacant 0.5 FTE Admin Clerk.

Signed:

Erin Hillson 7-22-2025
Human Resources Director Date

M. McClain for D. Schmiedicke 7/22/25
Finance Director Date

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 ALL 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 no more 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

Human Resource Analysts	Position number:	4505
	Previous classification:	Planner 2
	Classification code:	H159
	Comp Group / Range:	CG18/R8
	Employee Name / MUNIS #	Benjamin Lyman #12627
	Justification for recommendation:	The position is now responsible for project management and leadership roles in transportation planning and projects. The work includes leading the Transit Development and the Coordinated Public Transit – Human Services Transportation Plans, leading the Metropolitan Planning Organization (MPO) Data Bike project, leading Title VI and ADA work, managing funding programs and budgets, directing and training other staff, coordinating with external partners, performing complex analysis, presenting at public meetings, representing the MPO, and developing policies, resolutions, and multi-faceted plans. This senior level work requires independent initiative, discretion, and judgment and aligns with the Planner 3 classification.
	New classification:	Planner 3
	Classification code:	H160
Comp Group / Range:	CG18/R10	

	Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	8/3/25
--	--	--------

Finance Budget Analysts	Estimate Cost of Change:	11,290
	New or updated payroll allocation:	
	Details on payroll allocation:	No update to payroll allocation. Fully allocated to Other Grants fund. Funding will be available through salary savings generated through vacant 0.5 FTE Admin Clerk.

Signed:

Erin Hillson 7-22-2025
Human Resources Director Date

M. McClain for D. Schmiedicke 7/22/25
Finance Director Date