

TO: Finance Committee

FROM: Brooke Gillitzer, Human Resources

DATE: April 30, 2025

SUBJECT: Monona Terrace Technical Services Specialist 1

Director of Monona Terrace Connie Thompson is requesting a new 1.0 FTE Monona Terrace Technical Services Specialist 1 (CG16, Range 14) and amend the 2025 Monona Terrace operating budget. Based on a review of the position classification worksheet, I recommend amending Monona Terrace's 2025 operating budget to create a new 1.0 FTE position of Monona Terrace Technical Services Specialist 1 (CG16, R14).

The classification for a Monona Terrace Technical Services Specialist 1 is described as follows:

... **responsible skilled technical work** in the Technical Services Specialist series. Employees are expected to use professional expertise, discretion, and judgment while **coordinating audio/visual, computer, closed circuit, and general communication services**, as well as directing the work of stagehands. Under general supervision, employees are expected to work independently within established parameters...[emphasis added].

Monona Terrace is an award-winning facility for meetings and conventions in Madison, WI; focused on providing top-quality services for its clients. As technology, software and equipment advancements emerge, the Technical Services staff at Monona Terrace have expanded the complexity of their responsibilities to meet their clients' needs. Monona Terrace has increased the number of virtual/hybrid events as well as having more live streamed events. These events have become more technically complex which need more technical support. The equipment being used has changed in complexity and this position needs to stay on top of the technology to be able to ensure Monona Terrace can meet the clients' needs. The Audio-Visual Department at Monona Terrace currently has two Technical Specialist positions responsible for the technical aspects of the 500+ events that are held at Monona Terrace annually. The additional position would reduce workload, work stress, overtime costs, and help with scheduling for vacations and sick days.

Based on the needs of Monona Terrace, I recommend to create a new 1.0 FTE position of Monona Terrace Technical Services Specialist 1 (CG16, R14) in the 2025 Monona Terrace Operating Budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
16/14	\$67,235	\$75,681	\$84,763

CC: Connie Thompson – Monona Terrace Director  
Rick Marx – Local 6000