

**SUBJECT: PROCEDURES INVOLVING THE REVIEW OF REQUESTS FOR
ADDITIONAL POSITIONS AND/OR CHANGES TO POSITIONS OR
CLASSIFICATIONS**

Purpose:

1. To provide a standardized procedure for requesting and processing new positions and/or reclassifications.
2. To define the related functions of the Board of Estimates and Personnel Board.

Scope:

1. A request for an additional position, where an ordinance/resolution already exists authorizing the classification.
2. A request for an additional, new position where an ordinance/resolution does not exist authorizing the new classification.
3. A request for a classification study which might affect a change to the salary range, title, etc. of an existing position or classification, where such change is in conformity with established labor relations policy, and within the jurisdiction of the City Personnel Board.

Once positions/FTEs are authorized in the budget, few requests for additional positions would be anticipated to be authorized during the year, unless directly related to new programs and/or expansions of services.

Procedures: In order to accomplish any of the above changes, the following procedure will be followed:

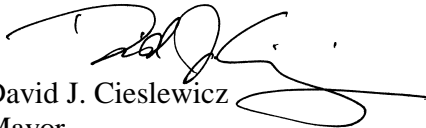
1. Requests for additional positions (FTEs) within an existing classification must be submitted to the Human Resources Department for review. The request should be on a Classification Change Worksheet, outlining the reason for the additional position, and should also be accompanied with a position description for the proposed position. If the Human Resources Department finds that the additional position request fits within an existing classification, the request and accompanying report of the Human Resources Department will be submitted to the Common Council in Resolution form for referral to the Board of Estimates. Such requests do not need to go to the Personnel Board for review as the classification already exists.
2. Requests for additional, new positions (where the classification does not currently exist) must be submitted to the Human Resources Department for review. The request should be on a Classification Change Worksheet, outlining the reason for the additional position, and should also be accompanied with a position description for the proposed position. The Human Resources Department will conduct a job analysis and will make a recommendation as to the appropriate classification title and placement within the City's Compensation Plan. This

recommendation will be submitted to the Common Council in Resolution (and Ordinance where applicable) form for referral to the Board of Estimates and the Personnel Board.

The Board of Estimates will review the fiscal implications of the request. The Personnel Board will review and make its recommendation on the appropriate classification, salary range, compensation group, etc. The recommendations of the Personnel Board and Board of Estimates will be reported to the Common Council by the lead agency (usually the Board of Estimates).

3. Requests for job studies of encumbered positions, vacant positions, entire classifications, or other changes to existing classification and compensation plans, are to be sent directly to the Human Resources Department. The request should be on a Classification Change Worksheet, outlining the reason for the study, and should also be accompanied with a position description reflecting the changed duties of the position as well as the original position description.

The Human Resources Department, in cooperation with the user agency, will review the request and will make a recommendation regarding appropriate legislation to be introduced. Potential or existing conflicts with provisions of the labor contracts and/or labor relations policy will be referred to the Labor Relations Manager for interpretation. Detailed information regarding the position study process is found in the City of Madison Personnel Rules.


David J. Cieslewicz
Mayor

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