



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: December 5, 2022
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Job Description Revisions - DPI

As a part of the 2023 budget planning process, and the compensation structure market analysis done in 2022, a recommendation was made to slightly restructure the DPI Laborer positions. The recommendation was to create two levels of the Laborer position - the current DPI Laborer and a Senior DPI Laborer position.

A past concern with the Laborer position has been that there is no opportunity for growth. Having two levels of this position would allow employees the opportunity to advance into the Senior level role. This recommendation does not result in adding any new positions, but instead takes seven of the current DPI Laborer positions and makes them Senior DPI Laborers. Initially, the recommendation is to assign employees who have been taking on leadership roles in various areas to the Senior DPI Laborer positions. In the future, as the Senior DPI Laborer positions become vacant, they will be filled with current DPI Laborers, who have worked to gain expertise in each role, or by newly hired Laborers with proven experience.

Moving to this model would give managers an opportunity to discuss succession planning with the DPI Laborers who are interested in advancing. Carlson Dettmann assisted with this recommendation and has seen this model work well in other municipalities.

One of the results of the compensation structure market analysis was a recommendation to move the DPI Laborers from Grade F to Grade G. This recommendation was supported by the data provided by Carlson Dettmann along with comparison to surrounding municipality wages. The new Senior DPI Laborer position was recommended to be placed in Grade H.

Due to these recommended grade placement changes, there is a cascading effect, requiring the movement of the Cemetery Team Leader and Parks Team Leader from Grade H to Grade I, and the Arborist/Forester from Grade G to Grade H. This is to avoid compression between these positions and the Laborer positions, and was supported by Carlson Dettmann.

Significant changes to job descriptions require Personnel and Council approval. All five updated job descriptions are attached and are recommended for approval.

Thank you.

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