



December 3, 2021

MEMORANDUM

TO: Jessie Lillibridge, Human Resources Director
FR: Rochelle Blindauer, Consultant
RE: Job Classification Review

The City requested we evaluate job documentation provided for classification of the new and existing positions of: Staff Engineer, HR Assistant, Property Evidence Clerk and Municipal Court Clerk.

Based on our review of the job documentation, we recommended the following grade placements:

- Staff Engineer, **Grade K** of the wage structure.
- HR Assistant, **Grade F** of the wage structure.
- Property Evidence Clerk, **Grade G** of the wage structure
- Municipal Court Clerk **Grade G** of the wage structure.

These recommended grade placements align with similar scope of duty roles within the City. Please let me know if you any questions or concerns.

Best regards,

A handwritten signature in cursive script that reads 'Rochelle Blindauer'.

Rochelle Blindauer
Consultant
Carlson Dettmann Consulting