

CARLSON
DETTMANN
CONSULTING

A Cottingham & Butler Company

February 17, 2020

MEMORANDUM

TO: Jessie Lillibridge, HR Director

FR: Patrick Glynn, Senior Consultant

RE: Job Classification Reviews

The City requested we evaluate job documentation provided for these classifications:

- Lead Inspector: This classification is also being brought forward to assist with the workload associated with the City's inspections program. While it is not supervisory in nature, it will maintain responsibility for coordinating many of the inspection activities. Our recommendation is to place this classification at Grade L of the wage structure.

Further, due to the continued market competitiveness for this classification—and for other inspection classifications—the City may want to closely monitor its recruitment/retention activity. If it appears that it is becoming an issue, the City would be justified in applying a one-grade market adjustment until the market cools down.

- Assistant to the Mayor: There are several modifications to the job documentation, but the duties are still illustrative of an advanced clerical classification. Due to the breadth of programs/events, we recommend a slight change to the experience rating for "Education and Experience". However, the additional points do NOT result in a change in grade placement and we recommend maintaining placement at Grade H of the wage structure.

Please let me know if you any questions or require additional information.