



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: November 4, 2019
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Job Description Revisions/Pricing

The Mayor has requested that these job descriptions be placed on the agenda for review and possible approval of the revisions and grade placements.

Our compensation consultant, Carlson Dettmann, has reviewed these descriptions and recommends the following:

- **Chief of Staff** (currently Assistant to the Mayor): move from Grade H (non-exempt) to Grade M (exempt)
- **Associate Planner-Business and Housing**: move from Grade K (non-exempt) to Grade L (exempt)
- **NEW POSITION - Administrative Assistant** (Community Development): place at Grade H

Please see the attached memo from Carlson Dettmann for more detailed information.

Additionally, please find attached the following:

- **PROPOSED POSITION – Community Service Worker (CSW)**: See the attached justification for adding another CSW position.
- **Administrative Assistant** (Fire Rescue): Revised to remove Community Development duties

Thank you.

Attachments

Police Officer time that will be saved by adding an additional CSW position:

- Shuttling vehicles for maintenance, repair, and cross-over from old squad to new squad
- Crossing guard fill-in
- Special Events: Traffic direction, Barricade placement, and placing No Parking signs on and off of route
- Follow up on Inspection department complaints and spot violations to refer to Inspection Dept.
- Chasing down stray and difficult/mean dogs and cats
- Assist Second shift during their heavy call volume time (depending on the hours – 9-5 or 10-6). We would overlap many of the hours of the 2 CSWs; however having the 2nd CSW will allow us have those hours bleed into 2nd shift.
- 24 hour parking complaints, ticketing and towing

Improved customer service with the addition of a second CSW:

- More timely follow up on animal complaints through Lakeshore Humane Society
- Keeping the PD fleet interiors cleaner and supply lists up to date
- More opportunities to have a presence at the schools before and after classes
- Consistency in parking enforcement. Often priority calls are given to the CSW and they are not able to return to the area that was chalked/marked more than two hours ago.
- A second full-time employee will be trained to operate the GENETEC Parking vehicle

General improvements with the additional CSW help:

- Protects the department by having the CSW II cross-trained to cover for the CSW I
- Managing additional Enterprise vehicles in our fleet
- We currently spend about four weeks training the numerous limited term CSW Interns annually. This is valuable time that could be saved with the addition of one full-time CSW.



October 21, 2019

MEMORANDUM

TO: Jessie Lillibridge, Human Resources Director

FR: Patrick Glynn, Senior Consultant

RE: Job Classification Reviews

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

- Chief of Staff: This new classification was created with the intent to provide “a high level executive assistant position which performs work as an assistant to the Mayor”. In addition to the duties of the prior Administrative/Executive Assistant, this position will have the expectation to work with local and regional media; conduct operational studies; meeting facilitation; complaint resolution and response; etc. Further, the educational requirements have been modified to require a Bachelor’s Degree. Our recommendation is to place this classification at Grade M of the wage structure.
- Administrative Assistant: This new classification is the result of a separation of the duties between the Inspection and Community Development functions as it relates to administrative support. Not only will this classification be required to perform many administrative and financial related duties, but it is also expected to provide para-professional assistance in its interactions with the professional staff and the public. Our recommendation is to place this classification at Grade H of the wage structure.
- Associate Planner: This reclassification request is based on the addition of duties and an increase in the experience requirements of the job. Based on the revised duties/responsibilities, we recommend increased ratings in Decision-Making, Thinking Challenges, and Education & Experience. Our recommendation is to place this classification at Grade L of the wage structure. We further recommend the removal of the “Associate” from the job title.

Please contact me at your convenience with any questions.

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