



March 2, 2021

**MEMORANDUM**

**TO:** Jessie Lillibridge, Human Resources Director  
**FR:** Patrick Glynn, Director of Total Rewards  
**RE:** Job Classification Review: Clerk Typist (Police)

The City requested we evaluate job documentation provided for classification of Clerk Typist in the Police Department.

It is our understanding that this classification has various administrative/clerical responsibilities in support of the police department. While individual employees may have areas of primary focus, there is an ongoing expectation to provide backup to coworkers in times of need or absence.

Based on our review of the job documentation, we recommend revising the job evaluation ratings for thinking challenges and decision-making. Our recommended placement is Grade F of the wage structure.

Further, these classifications are recommended to be aligned in the same grade as other departmental clerical classifications. In order to ensure cross-training, workload management, and backup, the City may want to consider developing a more universal job description for the department's administrative/clerical classifications in this grade.

Please let me know if you any questions.

**Patrick Glynn**  
**patrick.glynn@carlsondettmann.com**  
**920.629.4743**