



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: January 3, 2021
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Comp Plan Reclassification – Property Evidence Clerk

Each year during performance evaluations, employees and managers review job descriptions. If there are changes, Human Resources assists in reviewing and determining if the changes warrant a compensation reclassification review. This process is done annually to ensure that the job descriptions are updated to accurately reflect the essential duties; knowledge, skills, and abilities; and the education and experience expectations of the employee in the position.

In reviewing the job description for the Property Evidence Clerk, it was determined that some updates were necessary due to additional responsibilities that have been placed on this role since the position was initially classified. Attached is the tracked change version of the position showing the changes.

The updated job description was forwarded to our compensation consultant and the recommendation was to reclassify the position from Grade F to Grade G. The current wage of the employee in this position will not be changed. This adjustment will ensure that the employee who fills this position is able to earn competitive wages. Additionally, it will ensure that the City is able to attract the best candidates for this position in future recruitments.

The recommendation is to approve reclassifying the Property Evidence Clerk position from Grade F to Grade G.

Thank you for your consideration.

HUMAN RESOURCES

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