



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: June 5, 2023
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Job Description Revision & Reclassification – Fire Rescue Administrative Assistant

Employees and managers are encouraged to review job descriptions on an annual basis. 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 Fire Rescue Administrative Assistant, it was determined that several updates were necessary due to changes at the City along with 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.

During discussions related to this position, it was noted that this is the only Administrative Assistant position that is placed in Grade G. All other Administrative Assistant positions are in Grade H. In researching the history of this, it appears that initially there were three Administrative Assistant positions in Grade G, but one was reclassified to Grade H in 2016, and the other was the WWTF Admin, which is now an employee of MPU. It was also noted that the education and experience level for the Fire Rescue Administrative Assistant was inconsistent with the other Administrative Assistants. This has been rectified in the revised job description attached.

The recommendation is to approve reclassifying the Fire Rescue Administrative Assistant position from Grade G to Grade H to be consistent and achieve internal equity. The employee currently in that position would move to the Hire Rate of Grade H if this recommendation is approved.

Thank you for your consideration.

HUMAN RESOURCES

CITY HALL ■ 900 QUAY STREET ■ MANITOWOC, WI 54220

PHONE: (920) 686-6993 ■ FAX: (920) 686-6999

WWW.MANITOWOC.ORG ■ EMAIL: HUMANRESOURCES@MANITOWOC.ORG