

COTTINGHAM & BUTLER

Total Rewards Consulting

March 24, 2026

MEMORANDUM

TO: Jessie Lillibridge, Human Resources Director

FR: Alyssa Woltring, Compensation Analyst

RE: Classification Review & Market Analysis: Public Works

The city is reorganizing the Department of Public Infrastructure into two distinct divisions: Public Works and Parks and Recreation. The Public Works division will encompass engineering, streets, cemetery, buildings and grounds, and transit functions, while the Parks and Recreation division will include parks, zoo operations, recreation programming, and special events. The city submitted updated job documentation and requested a classification review and market analysis for several new positions. Each position was evaluated using our point-factor job evaluation methodology, and a market analysis was conducted using the same survey sources and analytical approach applied in the most recent compensation study. Our findings and recommendations are outlined below.

Director of Public Works: The Director of Public Works provides executive leadership for all Public Works, Transit, and Harbor operations, with responsibility for planning, budgeting, designing, and maintaining the City's infrastructure and facilities. This role leads strategic planning efforts, oversees personnel and labor relations, and administers capital projects and grant programs. The position requires a bachelor's degree, a minimum of ten years of relevant experience, and Wisconsin Professional Engineer licensure. Based on the evaluation and market analysis, we recommend placement of this position in **Grade T**.

25 th Percentile	50 th Percentile	75 th Percentile
\$122,925	\$136,583	\$150,258

Director of Parks & Recreation: The Director of Parks and Recreation is the senior administrative leader responsible for overseeing all City parks, facilities, and recreation programs, including the Aquatic Center, Zoo, and Senior Center. The role leads strategic planning, budgets, capital projects, grants, and community partnerships. This position manages staff, volunteers, and community engagement efforts. The position requires a bachelor's degree and a minimum of ten years of relevant experience. Based on the evaluation and market analysis, we recommend placement of this position in **Grade Q**.

25 th Percentile	50 th Percentile	75 th Percentile
\$99,400	\$110,433	\$121,456

Parks Supervisor: The Parks Supervisor oversees crews responsible for the operation and maintenance activities of City parks, facilities, and the zoo. This position supervises skilled and seasonal staff and responds to after-hours operational needs as necessary. The position requires effective collaboration with staff, contractors, and the public. The position requires some technical training and several years' experience. Based on the evaluation and market analysis, we recommend placement of this position in **Grade K**.

25 th Percentile	50 th Percentile	75 th Percentile
\$69,500	\$77,575	\$86,891

Recreation Supervisor: The Recreation Supervisor is responsible for managing, planning, directing, and administering City Recreation, Aquatic Center, and Senior Center programs. This position provides leadership, staffing supervision, budgeting support, and day-to-day operational oversight. The position requires an associate degree and minimum of three years' relevant experience, including at a supervisory capacity. Based on the evaluation and market analysis, we recommend placement of this position in **Grade K**.

25 th Percentile	50 th Percentile	75 th Percentile
\$70,880	\$80,380	\$89,680

Parks & Recreation Administrative Assistant: This position coordinates and administers special events that use City property or equipment. This role manages permits, scheduling, fees, logistics, and the City's master event calendar. This role provides high-level administrative and technical support including reservations, communications, committee coordination, financial processing, and records management. The position requires three to five years of relevant experience. Based on the evaluation and market analysis, we recommend placement of this position in **Grade H**.

25 th Percentile	50 th Percentile	75 th Percentile
\$26.11	\$29.10	\$32.14

DPW Office Manager: The Office Manager oversees daily administrative operations for the Department of Public Works, supervising administrative staff, and supporting the Director across multiple divisions. The role supports the Director with budget preparations, payroll, contracts, permits, grants, coordinating public meetings, communications and regulatory reporting. The role also supports capital project bidding and tracking, oversees right-of-way permitting and departmental systems, and coordinates special projects and cemetery operations. The position requires an associate's degree and several years' relevant experience. Based on the evaluation and market analysis, we recommend placement of this position in **Grade J**.

25 th Percentile	50 th Percentile	75 th Percentile
\$65,113	\$72,953	\$81,980

Please contact me with questions on this review.