

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: Police Administrative Supervisor

The City submitted new job documentation and requested a classification review and market analysis for an Administrative Supervisor within the Police Department. 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.

Police Administrative Supervisor: This position is a senior-level administrative and supervisory role, overseeing non-sworn administrative functions and supervising the School Crossing Guard program. The position combines staff supervision with advanced responsibility for records management systems, payroll and budgeting, grants, confidential personnel matters, regulatory compliance, and departmental reporting. The position requires an associate's degree and minimum of three years' relevant experience. Based on the evaluation and market analysis, we recommend placement of this position in **Grade I**.

25 th Percentile	50 th Percentile	75 th Percentile
\$59,500 (\$28.61)	\$68,800 (\$33.08)	\$80,400 (\$38.65)

Please contact me with questions on this review.