

COTTINGHAM & BUTLER

Total Rewards Consulting

July 14, 2025

MEMORANDUM

TO: Jessie Lillibridge, Human Resources Director

FR: Alyssa Woltring, Compensation Analyst

RE: Classification Review & Market Analysis: Deputy City Planner

The City provided updated job documentation and requested a classification review and market analysis of Deputy City Planner. The position was evaluated, and the recommendation follows below.

Deputy City Planner Classification Review: The Deputy City Planner supports the Community Development Director in managing comprehensive planning, zoning, and strategic development initiatives. This role involves reviewing planning applications, coordinating with stakeholders, administering downtown revitalization and housing programs, and ensuring alignment with the City's long-term goals. The position requires a Bachelor's degree with 3+ years' experience in municipal planning and economic development. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade J**. Additionally, in response to a request for title recommendations, we suggest considering Associate Planner or Planner I as appropriate alternatives.

Deputy City Planner Market Analysis: To provide this market analysis, we are relying on similar survey sources and computation methodology used in the most recent compensation study review. Our public sector database is regularly updated according to project needs, and we were able to utilize data from various comparable entities. The data below reflects an effective date of July 1, 2025.

25 th Percentile	50 th Percentile	75 th Percentile
\$68,200 (\$32.79)	\$75,800 (\$36.44)	\$83,400 (\$40.09)

Sources: Calumet County, Brown County, City of Beloit, City of West Bend, City of Neenah, City of Sheboygan, City of Menasha, City of Stevens Point, and the City of Mequon.

Please contact me with questions on this review.

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