

COTTINGHAM & BUTLER

# Total Rewards Consulting

September 25, 2024

**MEMORANDUM**

**TO:** Jessie Lillibridge, Human Resources Director, City of Manitowoc, WI

**FR:** Ashley McCluskey, Compensation Analyst, Total Rewards Consulting

**RE:** Classification Review: Transit Mobility Manager

The city provided job documentation and requested a classification review of the Transit Mobility Manager. The position was evaluated, and the recommendation follows below.

**Transit Mobility Manager Classification Review:** The Transit Mobility Manager coordinates the Manitowoc County volunteer driver program, oversees various city and county transportation programs, serves as an ombudsman to various providers, conducts outreach presentations and travel training, markets under-utilized services and seeks to improve overall service convenience for users. The position also serves as the office manager and back-up to the Transit Manager and Operations Supervisor. This position requires a high school diploma, or equivalent. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade G**.

Please contact me with questions on this review.