

Job Code	Job Title (Current)	Department	Division (If Applicable)	Comments	Originally Proposed Grade	Recommended Grade
SHEB-14070	Library Director	MEAD LIBRARY	MEAD LIBRARY	Upon request of the City and the Director, we reviewed this classification based on the unique responsibilities of operating a "resource library". While we believe nearly all of the ratings reflect such a designation, we do recommend adjusting the rating for Interactions/Communications. This change results in a change in grade placement.	20	21
SHEB-10031	Battalion Chief Inspection	FIRE DEPARTMENT	FIRE DEPARTMENT	After discussing this classification with the Chief, we arrived at the conclusion that this particular classification stands out in comparison to their peers primarily due to the responsibilities associated with prevention and inspections. We recommend changing the ratings for Thinking Challenges and Decision-Making. These changes WOULD result in a grade change. Further, we encourage the City revisit the job title (e.g. Division Chief: Prevention/Inspections) for this classification to more accurately reflect its role in the department.	18	19
SHEB-14110	Technical Services Manager	MEAD LIBRARY	MEAD LIBRARY	The department requested we review this classification, particularly in light of a proposed increase in educational requirements. We have adjusted the Education/Experience rating for the classification, which results in a change in grade placement.	15	16
SHEB-05030	Planning and Zoning Manager	CITY DEVELOPMENT	CITY DEVELOPMENT	We reviewed the concerns of the employee/department, but we recommend no changes to the evaluations. However, we did advise the department that should the position begin to manage employees (as might be expected) it would likely affect the rating levels.	15	15
SHEB-08050	GIS Project Specialist	ENGINEERING	ENGINEERING	The department requested that we review this classification given the responsibility for the entire GIS function of the City. We concur, and have revisited the entire rating profile for this classification. Our changes result in an increase in grade placement.	11	15
SHEB-14000	Admin Services Manager	MEAD LIBRARY	MEAD LIBRARY	Upon request of the City and the Director, we reviewed this classification based on the framework of a "Business Manager" for a department. We recommend adjusting the ratings for Decision-Making, Interactions/Communications, and Education/Experience. This change results in a change in grade placement.	14	15
SHEB-19040	WW Elctro-Mechanic Technician	WASTEWATER	WASTEWATER	The department requested that we review this classification given the need for Journey Electrician certification (and the corresponding duties). We concur, and have adjusted the ratings for Decision Making, Interactions/Communications, and Education/Experience. Our changes result in an increase in grade placement.	13	14

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SHEB-19030	Process Systems/OPCO	WASTEWATER	WASTEWATER	The department requested that we review this classification given the classification is not a supervisory employee (as possibly implied in the JDQ). Based on prior conversations, it is rated properly and we do not recommend any adjustments.	13	13
SHEB-07036	Maintenance Worker IV - Maintenance	DPW - MSB	FACILITIES & TRAFFIC	At the request of the DPW Director, we reviewed this classification in comparison to the Master Mechanic due to the similarity in duties and expectations. We recommend reducing the rating for Interactions/Communications to more closely reflect its role in the department. Such a change results in a DECREASE in grade placement.	13	12
SHEB-12020	PC Technician	INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	We reviewed this classification based on a request to reconsider the breadth of duties performed. We recommend changing our ratings for Thinking Challenges and Education/Experience. These changes result in a change of grade placement.	11	12
SHEB-07131	Maintenance Worker IV - Lead Park	DPW - MSB	PARK DEPARTMENT	At the request of the DPW Director, we reviewed this classification in comparison to the other Leads (i.e. Foremen) due to the similarity in duties and expectations. We had previously been instructed that this classification was supervisory in nature, but have since learned that this is incorrect. We recommend reducing the ratings to more closely align with the other Foremen. Such a change results in a DECREASE in grade placement.	12	11
SHEB-14080	Maintenance Supervisor	MEAD LIBRARY	MEAD LIBRARY	The department requested we review this classification, particularly in light of a proposed increase in educational requirements. We believe that the ratings are correct and, in fact, the job was originally rated at the higher educational level based on the duties performed. We do not recommend any adjustments.	11	11
SHEB-07125	Maintenance Worker IV - Lead Sign Shop	DPW - MSB	FACILITIES & TRAFFIC	Although a review request was submitted, we have not received revised job documentation to conduct such a review.	10	10
SHEB-07080	Admin Coordinator	DPW - MSB	MSB ADMIN	We reviewed this classification in light of its administrative and financial responsibilities as aligned with other similar classifications. We recommend adjusting our rating levels for Decision Making and Education/Experience.	7	9
SHEB-07145	Maintenance Worker III - Sanitation/Recycling	DPW - MSB	STREETS & SANITATION	At the request of the DPW Director, we reviewed this classification in light of the technological and process improvements that have made the jobs measurably easier. We recommend revising the rating to align the job as a Maintenance Worker II. Such a change results in a DECREASE in grade placement.	10	9

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SHEB-02000	Building Inspection Licensing Clerk	BUILDING INSPECTION	BUILDING INSPECTION	After discussing this classification with the department, we recommend changing the ratings for Decision-Making, Interactions/Communications, and Education/Experience. These changes WOULD result in a grade change.	7	8
SHEB-14020	Cataloger	MEAD LIBRARY	MEAD LIBRARY	The department requested we review this classification, particularly in light of a proposed increase in educational requirements. Please note that the only 2-year degree for Library Services in the state exists at CVTC: https://www.wtcsystem.edu/programs/find-your-program/library-and-information-services/ . It can be completed online, but limits the applicant pool with directly related educational experiences. We have adjusted the Education/Experience rating for the classification, which results in a change in grade placement. However, the City should be diligent in its future recruitment efforts to require this level of education.	6	7
SHEB-15000	Assistant Municipal Court Clerk	MUNICIPAL COURT	MUNICIPAL COURT	The department stated that the Court Clerk and Assistant Court Clerk classifications performed identical duties, but this is not supported in the documentation. Our recommendation is for the department to submit a single piece of job documentation for such an analysis to occur. To-date, we have not received any revised information. However, we did revise the educational requirements for this classification, which results in a change in grade placement.	6	7

There were several jobs in the Library that were requested to be reviewed based on comparisons to other City classifications. In the instances where there is a direct relationship/similarity, we have conducted such a review. However, there were many comparisons to jobs that do not have any similarity in duties, comparisons to jobs that require greater experience or expertise, or comparisons to outdated job description information. In our conversations we had requested updated job documentation if we were to reevaluate several of the classifications. To-date, we have not received revised job documentation for many of these jobs to further our review. Finally, many of the requests focused solely on one rating criteria (e.g. education), but all of the City's jobs were evaluated on the full complement of compensable factors within our system. To evaluate (and compensate) a job on any single factor would not be appropriate, and has not occurred in the course of our work.