

COTTINGHAM & BUTLER

Total Rewards Consulting

July 3, 2024

MEMORANDUM

TO: Lisa Schwartz, Human Resources Coordinator, City of Watertown

FR: Jenna Bidwell, Senior Consultant

RE: Market Review: Lab Manager

The City requested that a market review be completed for the role of Lab Manager in the Wastewater Division of Public Works. Initial communication provided to the City indicated that this role was not a previous benchmark position. The history of this is that it evolved into the lab manager when it was converted to a salaried position in 2020. It is unclear if the role has always assumed full lab management responsibilities or if this is a part of the continued evolution of the work. This may be part of the rationale as to why it wasn't previously identified as a benchmark position in past market measurements. However, based upon the latest feedback from the City. We are moving forward with providing a market measurement for the role of Lab Manager in the upper Midwest. Below is a summary of the market findings:

| 25 th Percentile | 50 th Percentile | 75 th Percentile |
|-----------------------------|-----------------------------|-----------------------------|
| \$74,900 | \$83,100 | \$91,400 |

Some things to note – the current job evaluation placing the role in Grade J of the City's structure is not reflective of a true Lab Manager role. This, again, is likely due to the history of this role evolving over time.

The job description included with the review states the minimum qualifications as the following: Bachelor's degree in chemistry, biology, or related science by graduation from a four-year college with or a two-year specialized training program in wastewater treatment including laboratory procedures and an internship at a wastewater treatment facility or equivalent training and experience. Five years of wastewater plant operations (including laboratory work) or closely related job in the utilities field preferred and/or required.

We would highly recommend that the qualifications for this role be a bachelor's degree and 5 years of wastewater treatment and laboratory experience or the equivalent combination of formal education and relevant experience. This is more in line with market expectations for the role of Lab Manager as opposed to a lab technician or chemist role (requiring less experience or reduced education).

Market Review Results: Based upon the market measurement for the Lab Manager role, we would recommend considering moving the position to Grade L or even Grade M. If the

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information included above regarding the qualifications are too strong, then I take us back to our original discussion point that the role that City has may not be a perfect alignment to the market benchmark of Lab Manager. It may be more appropriate to re-assess the job evaluation and internal alignment to ensure the position is in the correct grade as opposed to measuring the market.

I am happy to discuss the findings and recommendations in more detail. Please contact me with any questions on this review.