

COTTINGHAM & BUTLER

Total Rewards Consulting

July 19, 2024

MEMORANDUM

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

FR: Ashley McCluskey, Analyst, Total Rewards Consulting

RE: Classification Reviews: Building Inspector I/II/III

The city has expressed interest in creating three pay levels for the current Building Inspector position. Three separate job descriptions were submitted for classification reviews. Each position has been evaluated using our points-factor job evaluation system, however, the distinct difference between each position is exclusively related to the education and experience requirement. The education and experience component alone does not create enough separation to recommend placement into three different pay grades. Below are two options the city may wish to consider alternatively:

Option 1: Create two pay levels instead of three (one entry and one experienced). The Building Inspector I job description would reflect the entry level position. Our recommendation is to place the Building Inspector I into grade L. The Building Inspector II job description reflects the experienced Building Inspector, and our placement recommendation is grade M.

Option 2: The city may consider creating greater distinction in job functions between the Building Inspector II and Building Inspector III. This would likely place the Building Inspector II into grade M and Building Inspector III in grade N.

Additionally, the city should also take into consideration the placement of the Zoning Administrator that is currently placed in grade N. This position directly supervises the Building Inspector role. If option 2 is implemented, then it is recommended that a new placement review of the Zoning Administrator also be completed.

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

Ashley McCluskey, Analyst
Cottingham & Butler Total Rewards Consulting (Formerly Carlson Dettmann Consulting)
amclcluskey@cottinghambutler.com