



October 20, 2022

MEMORANDUM

TO: Lisa Schwartz, Human Resources Generalist

FR: Heather Barber, Consultant

RE: Classification Request – Information Technology Coordinator

The City provided job documentation related to this position and requested a review based on the updated duties.

This is a professional-level position reporting directly to the Mayor. It requires a Bachelors Degree and relevant experience.

The position was evaluated in a number of areas including Thinking Challenges, Decision-Making, Interactions and Communications, and Education and Experience, and based on the job evaluation score, it would be our recommendation that this position be moved from Grade K to Grade M on the City's salary plan.

Please feel free to contact me with questions on this review.