



March 29, 2024

**MEMORANDUM**

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

**FR:** Ashley McCluskey, Compensation Analyst, Carlson Dettmann Consulting

**RE:** Classification Review: Civil Staff Engineer

The city requested that a classification review be completed for a new position titled Civil Staff Engineer. The position was evaluated, and the recommendation follows below.

**Classification Review Results:** The Civil Staff Engineer is responsible for providing technical expertise in civil engineering including design, project engineering, and ensuring compliance with regulatory requirements. This position directly impacts the safety, efficiency, and sustainability of the Watertown community. The minimum requirements of the position include a bachelor's degree in civil engineering or environmental engineering from an ABET accredited university, or equivalent. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade M**.

Please contact me with any questions on this review.