



November 2, 2021

**MEMORANDUM**

**TO:** Kate Croteau, Human Resources Director  
Rashanda Cainon, Human Resources Officer  
**FR:** Heather Barber, Consultant

**RE:** Classification Reviews – Director of City Development, Asst. Director of City Development, and Chief Building Inspector / Building Inspector Manager

The City provided job documentation for the above-mentioned positions. The positions were evaluated, and the recommendations follow below.

**Director of City Development:** The City's City Development Department has undergone a significant reorganization that affects the scope and complexity of this position. It is our recommendation that this position move from Grade R to Grade S on the City's salary structure.

**Assistant Director of City Development:** Due to the reorganization within the City Development Department, this position is also affected in terms of its scope and complexity. Based on our job evaluation, we would recommend this position move from Grade N to Grade O on the City's salary plan.

It should be noted that this position is currently a grade below the City Assessor, despite having supervisory authority over the position. Based on the job evaluation, this position is recommended to be in the same pay Grade as the City Assessor. The City may choose to increase the Assistant Director position by an additional grade to address this issue, or they may choose to simply apply their formula for the supervisor to have at least a 10% pay separation over their subordinate.

**Chief Building Inspector / Building Inspector Manager:** As part of the City Development restructure, the Chief Building Inspector / Manager now has Code Enforcement staff reporting to them. While this does equate to more work for the position, the complexity of the position did not change to a degree to warrant an increase in grade. It is our recommendation that this position remain in Grade M.

Please feel free to contact me with questions.