



July 1, 2019

**MEMORANDUM**

**TO:** Rebecca Grill

**FR:** Charlie Carlson

**RE:** Job Evaluation – Assistant City Administrator/Talent and Strategy Director

The City requested an evaluation review of a new position – Assistant City Administrator/ Talent and Strategy Director. In addition to being responsible for the Human Resources Department, this position will supervise a number of departments and assist you with special projects. This position would replace the Human Resource Director in the City table of organization.

Accordingly, I have evaluated this position using the Point Factor Job Evaluation System and recommend allocation to Grade R. This is the same grade as a number of your department heads, and it is my understanding the Assistant Administrator would not be supervising those leaders.

Please let me know if you have any questions regarding this recommendation.

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