

Job Description Point Factor Evaluation Using City of Bloomington Rubric Batch Three (Final Batch) Results

August 8, 2023

On July 19, 2023, the City of Bloomington (City) and Crowe LLP (Crowe) executed a contract Change Order to add the following activity to existing project services: *Evaluate 50 position descriptions using the City's Point Factor Job Scoring Rubric*. The City requested that Crowe provide the results in batches on a rolling basis when possible.

This letter summarizes the results of **Batch Three (the final batch), which contained 19 positions** selected by the City for this activity. With the completion of Batch Three, Crowe has completed grading for all 48 positions identified by the City for this assignment. This letter was provided to the City alongside the supporting Excel file titled *COB JD Point Factor Evaluation – Batch Three (DRAFT 08.08.23)* which contains the summary results.

Per the contract Change Order, Crowe utilized the City's current internal valuation tool (e.g., the Point Factor Job Scoring Rubric) for this activity. The purpose of this activity was to identify positions whose descriptions may be misaligned with current pay grade so that the City and Crowe can determine the appropriate pay grade to use for purposes of applying the results of market benchmarking only (which is already completed as of June 30, 2023). (Note that the City assigned some positions for this analysis that were not in the overall contracted project scope of 257 jobs. Per agreement in the Change Order, Crowe will not include such jobs in other project analysis or results, other than this point factor evaluation.)

See below for the listing of in-scope positions selected by the City for analysis in Batch Three. Please refer to the *COB JD Point Factor Evaluation - Batch Three (DRAFT 08.08.23)* Excel file for summary results.

Batch Three (Final Batch) Positions Selected by the City

No.	Position	Department
30	Talent Manager	Human Resources
31	Special Project Coordinator	Community and Family Resources
32	Administrative Assistant	Utilities – Accounting
33	Human Rights Administrative Assistant	Legal
34	Office Manager	Planning and Transportation
35	Administrative Coordinator	Office of the Mayor
36	Assistant Director of Environmental Programs	Utilities – Environmental
37	Communications Operator (7)	Utilities – Environmental
38	Administrative Assistant	Economic and Sustainable Development
39	Office Manager	Public Works Administration
40	Operations Office Coordinator	Parks
41	Program Specialist (2)	Parks
42	Customer Relations Manager	Utilities – Customer Relations
43	Urban Forester	Parks
44	Telecommunications Supervisor (6)	Police - CEDC
45	Superintendent	Utilities – Monroe Plant
46	Deputy Director	Public Works – Street Operations
47	Director of Auditing and Financial Systems	Controller
48	Director	Community and Family Resources