

Job Description Point Factor Evaluation Using City of Bloomington Rubric Batch Two Results

July 31, 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 scope for **Batch Two – 9 positions** selected by the City for this activity. (At the time of this letter and with the completion of Batch One and Two, Crowe has completed grading for 29 of 50 total positions.) This letter was provided to the City alongside the supporting Excel file titled *COB JD Point Factor Evaluation - Batch Two (DRAFT 07.31.23)* 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 is 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). (If the City assigns positions for this analysis that were not in the overall contracted project scope of 257 jobs, Crowe will not include that job 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 the Batch Two analysis. Please refer to the *COB JD Point Factor Evaluation - Batch Two (DRAFT 07.31.23)* Excel file for summary results.

Batch Two: In-Scope Positions Selected by the City

No.	Position	Department
21	Purchasing Manager	Controller
22	Deputy Attorney	Common Council
23	Assistant Director of Sustainability	Economic & Sustainable Development
24	Assistant City Attorney	Legal
25	Communications Director	Office of the Mayor
26	Parking Services Financial Coordinator	Parking Services
27	Office Assistant and Outreach Specialist	Police
28	Rental Specialist 2	HAND
29	GIS Specialist	ITS