



# Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

115 DELAFIELD STREET  
WAUKESHA, WI 53188-3615

Telephone: (262) 521-5272 • Fax: (262) 521-5265 • E-mail: [contactus@waukesha-water.com](mailto:contactus@waukesha-water.com)

## MEMORANDUM

Date: March 10, 2017  
To: Water Utility Commission  
From: Dan Duchniak  
Re: Approve Revised Pay Range for Operations Manager Position

As you know, Jeff has officially retired and Kelly has accepted a promotion to fill the vacated Operations Manager position.

The Utility uses a point rating system to establish pay ranges for positions. This system has been in place since 2003. The 'points' for salary positions are based on Education/Experience and Impact on the Organization. Due to the elimination of the Technical Services Manager position, we are asking you to approve a new pay range for the Operations Manager that adds a requirement to hold a Wisconsin Professional Engineers license (previously required in the TSM position) as this is consistent with the recommendation of our organizational study that was completed last year.

The proposed pay range is shown below.

<u>Title</u>	<u>Bottom</u>	<u>Midpoint</u>	<u>Top</u>
<b>Current</b> Operations Manager	83,085.01	103,856.26	124,627.51
<b>Proposed</b> Operations Manager	84,696.00	105,870.00	127,044.00

This increase will have no financial impact, but will accurately reflect the value of the job.

**Recommended Motion:** Approve increase to pay range of Operations Manager position to include requirement of P.E. license.