



Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

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Date: January 13, 2020
To: Water Utility Commission
From: Job Evaluation Committee
Re: Recommendations of Job Evaluation Committee

The Job Evaluation Committee (JEC) met on 1/7/2020 to review the job points of three positions. The changes to our organization structure were recommend by the Baker Tilly Evaluation of our Organizational Structure, Efficiencies and Staffing Levels presented in August 2019. The three positions reviewed were:

1. **Lead Operator:** Create two positions (to be filled from within) to replace one eliminated supervisor position, eliminate Distribution Operator II and Water Supply Operator II positions.
2. **Customer Service Supervisor** – Reclassify current Billing Coordinator to an exempt supervisor position due to increased customer volume and monthly billing
3. **Assistant Operations Manager:** Reclassify existing supervisor position and recognize increased responsibility for the operations department.

The JEC consisted of: Joe Ciorro, Dan Duchniak, Tom Krause Jon Kuzba, Lynn Gomez, and John Vick. The JEC reviewed the value of the job duties using WMS and Company's System for Job Measurement and Pricing, EQUI-COMP®. The application of the points system resulted in the changes in pay and job points as indicated below:

Titles		Job Points	2020 Pay Range		
			Bottom	Mid-Point	Top
Water Supply Operator II	Existing:	221	\$29.89	\$35.17	\$40.45
Distribution Operator II	Existing:	202	\$27.80	\$32.70	\$37.61
Lead Operator	Recommended:	225	\$30.34	\$35.69	\$41.04
	Net Change	+4 +23		+\$.52 1.48% +\$2.99 9.14%	
System Maintenance Supervisor	Existing:	526	\$32.89	\$41.11	\$49.34
Assistant Operations Manager	Recommended:	620	\$33.74	\$42.18	\$50.61
	Net Change	+94		+\$ 1.07 2.6%	
Customer Billing Coordinator (Hrly)	Existing:	205	\$29.20	\$34.35	\$39.50
Customer Service Supervisor (Exempt)	Recommended:	289	\$29.53	\$36.91	\$44.29
	Net Change	+84		+\$ 2.56 7.45%	

The JEC looks forward to your approval of the new pay ranges and positions as presented.

Recommended Motion: Approve recommendations of the Job Evaluation Committee to establish the positions of Lead Operator, Assistant Operations Manager and Customer Service Supervisor.