



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Oct. 14, 2024  
Department: Administrative Services  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing:

#### PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Thore

#### ITEM TO BE CONSIDERED

**Subject:** Classification and Pay Amendment – add construction project coordinator classification

**Attachments:**

Proposed salary schedule

**Summary:**

The employee in the civil engineering technician position will no longer be employed with the town after this calendar year. It's been determined by the Utilities Department to help their operations to run more efficient, to remove the civil engineering technician classification as of Jan. 1, 2025. The Utilities Department is requesting to add a construction project coordinator classification effective immediately to assist in the transition.

An employee in the construction project coordinator classification will focus on project management and oversight of the design and construction of utilities improvements and major maintenance projects and may perform construction observation and manage other town utilities inspectors.

The proposed grade and salary range for the new classification of construction project coordinator is grade 15 with a salary range of \$70,724 - \$111,358. This recommendation is based on the current market or other jurisdictions who have a similar position. This classification is in two grades higher than the civil engineering technician position due to the higher level of responsibility required.

In addition to adding the construction project coordinator classification, the environmental engineering supervisor classification will be updated to environmental engineering manager. This classification update does not affect the grade and salary range. The position will remain in grade 20.

**Financial impacts:**

The impact will be an increase in the salary range and benefit cost of the higher classified position.

**Staff recommendation and comments:**

An amended salary schedule to remove the civil engineering technician classification will be provided early in 2025.

**Action requested:**

Approve the attached proposed salary schedule.