

To: Mayor McFarland & Members of the Finance Committee
From: Peter Hartz – Water Systems Manager

08/18/2023

Re: Water System agenda items for Finance committee meeting 08/21/2023

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and take possible action – water and wastewater job description and position review.

The Assistant Utility Billing Clerk position was originally part of the larger administrative staff review by Carlson Dettmann. Due to the nature of this position's duties in comparison to the other administrative staff the consultant recommended that this position be pulled out from the larger group evaluation. That was also related to the recent review and change to the Utility Billing Clerk by the consultant.

The recommendation is to have this position returned to Carlson Dettmann for a review due to the removal from the group review, coupled with the recent change to the Utility Billing Clerk. I am seeking approval for this position to undergo a separate review with the consultant, and to have them take a closer look at other jobs of similarity and current market rates.

Thank you for your consideration and if anyone has any questions, please feel free to contact me anytime.

Sincerely,

Peter Hartz
Watertown Water Systems