

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

06/28/2023

Re: Water System agenda items for Finance committee meeting 07/10/2023

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and update – water and wastewater job description and position reviews.

Several positions are currently under consideration for evaluation by Carlson Dettmann, but I only have one position forward for a recommendation for a pay adjustment, the Utilities Billing Clerk. When the 2024 budget is presented, I would like to be able to have completed this position review and have an updated recommendation from the job position review consultant. Attached is the corrected and revised job description that matches the responsibilities of this position. Also included is the job description qualification form (JDQ), that shows all updates and includes other information to explain the job and its responsibilities and is shown in red font on that form.

The water systems utility clerk employee, my supervisor, and I believe this job was not properly defined when adjusted in January of 2020. The request at that time was for a comparison to other Business Office Manager jobs in the workforce, the past comparisons and the title did not change from Billing Clerk. I reviewed similar positions with other business operations and believe the description in the JDQ could be several, but Utility Business Office Coordinator (Accounting Coordinator) was chosen as a good comparison to the duties being performed in this position.

I am seeking approval for this position to undergo another review with the consultant, and to have them properly take a closer look at other jobs of similarity and current market rates. Since the last review, the responsibilities have changed with the addition of one (1) full-time equivalent employee under this person's direction (Assistant Utility Clerk), but I don't believe the financial responsibilities were not taken into consideration last time so included more details on those in the JDQ.

There are other jobs under review including all administration staff members and a few of the 4 employees in the water department maintenance group who have similar overlapping duties but very different specific jobs. We wish to review duties as management continues to cross-train between water and wastewater – these positions all perform dual duty for each department but that is not reflected in the job descriptions.

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

Sincerely,

Peter Hartz
Watertown Water Systems