

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

06/22/2023

Re: Water System agenda items for Finance committee meeting 06/26/2023

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, it will consider the recommendation from the job position review consultant.

Watertown Mission: to provide for, protect, and serve the citizens and businesses of Watertown in an efficient, strategic, and measured manner, while creating a community culture where close knit connections are key, that is rich in small town values balanced with modern conveniences, that is poised for development, and is an idyllic community that leverages location and outdoor opportunity.

In order to best serve the citizens and businesses of Watertown we must respect the employees and strive to keep pay equitable in the market with comparable jobs elsewhere. The Water Systems work plan outlines this as a goal, which is to be the employer of choice for existing and future staff, we list the following objectives: Provide employees with the tools & education to achieve success, Ensure effective internal communications, Build a culture of community within the Utility workforce, Ensure a safe and secure environment. This position is deeply immersed with the customers finances and understands the best use of rates paid for water and wastewater services from our 9025 customer accounts. It is imperative for our customers to understand the value of these services and for us to transparently convey how we put those ratepayer funds to work.

The water systems utility clerk employee, my supervisor, and I believe this job was not properly defined in 2020 and compared 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 Manager (Accounting Manager) was chosen as a good comparison to the duties being performed in this position. I am requesting the review consultant to please 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. This job description qualification form updates some information to explain the job and its responsibilities.

There are other jobs under review including the 4 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