

Water Division of the Public Works Department

To: Mayor McFarland and Committee Members
From: Andrew Beyer, P.E.
Date: October 15, 2024
Subject: Market Adjustment Review for Water Division Distribution Technician Position

Background

The Water Division Distribution Technician positions have presented ongoing challenges in both attracting qualified candidates and retaining employees once onboarded. In reviewing with the Water Systems Manager, it has become clear that these issues are persistent and may warrant a market adjustment to improve recruitment and retention outcomes.

According to the City's Employee Handbook, market adjustments are typically considered under one or more of the following circumstances:

- The City has documented difficulties recruiting and selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants).
- The City experiences an unacceptable rate of turnover in the position, and exit interviews indicate that pay is a significant factor.
- Market surveys conducted by the City show that the midpoint of the pay range is more than ten percent (10%) below the average rate of pay for similar positions in the market analysis.

The first two criteria outlined above have been met. Since 2018, the Water Distribution Technician position has been advertised nine times, with four postings occurring since 2023. Additionally, feedback from exit interviews consistently highlights pay as a significant concern contributing to turnover.

The Public Works Department is seeking permission to forward the Water Distribution Technician positions job description to Cottingham & Butler for a market adjustment evaluation. The position is currently at Pay Grade G. Thank you for your consideration of this request.

Budget Goal

2. Supports employee retention and growth, and also works to address critical staffing areas

Financial Impact

The market adjustment evaluation performed by Cottingham and Butler is \$325, which will be absorbed by the Water Utility operating budget.

Recommendation

The Public Works Department recommends forwarding the Water Division Distribution Technician position job description to Cottingham and Butler for a market adjustment evaluation.

2024 Operational Goals

2. Supports employee retention and growth, and also works to address critical staffing areas