

**Date: Tuesday, March 7, 2017**  
**Time: 7:20 pm**  
**Place: Westside Fire Station**

## **SALARY & PERSONNEL COMMITTEE**

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. BUSINESS: OPEN

- 1. REQUEST FOR RECLASSIFICATION OF UTILITIES SUPERVISOR POSITION

City Administrator Rath received a request for reclassification of the Utilities Supervisor position due to the increase of the supervisory responsibilities related to the Wastewater Division.

Individual Requesting Item	Administrator Rath
Expected Length of Discussion	15 minutes

Documents:

[M-2017-03-03\\_Council Meeting-Reclassify Position.pdf](#)  
[20170303094933048.pdf](#)  
[D-Salary Classification\\_Utilities Super-2017.pdf](#)

- D. BUSINESS BY MEMBERS

*May make brief comments or bring up items to be discussed at a future meeting*

- E. ADJOURNMENT

***This Committee may take any action it considers appropriate related to any item on this agenda.***

Requests from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Members: Chairperson Brooke Bauman, Michael Boyce, Reid Stangel, and Alt. Richard Thoman**



# CITY OF MONROE

Office of the City Administrator  
Philip Rath  
(608) 329-2527  
prath@cityofmonroe.org

1110 18th Avenue  
Monroe, Wisconsin  
53566  
(608) 329-2500  
www.cityofmonroe.org

## MEMORANDUM

**DATE:** March 3, 2017  
**TO:** Common Council  
**FROM:** Administrator Rath  
**RE:** Reclassification of Utilities Supervisor Position

When the position of Utilities Supervisor was first scored and placed on the Classification Scale, it was scored at a Grade 16 and the primary responsibilities were focused on the Water Division. Late in 2014, the role assumed additional supervisory duties regarding the Wastewater Division. With the placement of Al Gerber as the Director of Public Works these responsibilities became more solidified. As part of the Employee Classification process Mike Kennison completed the request to reclassify the position, which was reviewed for accuracy by DPW Gerber.

This Questionnaire was then scored by Administrator Rath. This review resulted in a request to revise the position to a Grade 18. The Salary and Personnel Committee will consider this recommendation at their meeting on March 7. If approved, the appropriate Step will need to be determined, which may require a Closed Session. Upon recommendation of the Common Council, this discussion will occur at the Council meeting on March 7 instead of the Salary & Personnel Committee. I have attached a copy of the original request and the 2017 Pay Scale for reference. I have also requested Clerk Stamm have a "fill in the blank" style resolution prepared should the Council come to a decision on the proper Step and associated Salary.

EXISTING POSITION CLASSIFICATION REVIEW FORM

This is a request for a position classification review.

Department:

Utilities

Existing title:

Utility Supervisor

Proposed title:

Utility Supervisor

Funding source:

Waste Water Budget

Were duties added or deleted from this position? Please explain.

*Duties were added. All wastewater responsibilities were added to my role*

When did these duties change?

*Late 2014 2 years ago.*

If duties were added to this position, where did they originate?

*Waste Water Supervisor Position / Director of Utilities*

Are duties assigned to this position also being performed by other City employees? If yes, please explain. *No,*

Requested by:

\_\_\_\_\_ Department Director

Date:

\_\_\_\_\_

(TO BE COMPLETED BY CITY ADMINISTRATOR)

New Comprehensive Position Questionnaire completed and signed.

Classification description reviewed & signed by the City Administrator.

Recommended title:

Utilities Supervisor

Recommended pay grade:

18

Approved:

RA PAT  
City Administrator

Date:

3/2/2019

# 2017 PROJECTED Annual Pay Table (Based on 2080 Annual Hours)

*Updated 2016 Pay Table by 0.5%*

101% Pay Grade	Evaluation Points Range		MIDPOINT																				
	From	To	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	100	149	\$ 24,290	\$ 24,729	\$ 25,158	\$ 25,586	\$ 26,016	\$ 26,445	\$ 26,873	\$ 27,302	\$ 27,732	\$ 28,160	\$ 28,589	\$ 29,017	\$ 29,447	\$ 29,876	\$ 30,304	\$ 30,732	\$ 31,162	\$ 31,591	\$ 32,019	\$ 32,448	\$ 32,888
2	150	199	\$ 26,519	\$ 27,000	\$ 27,467	\$ 27,936	\$ 28,404	\$ 28,873	\$ 29,340	\$ 29,809	\$ 30,276	\$ 30,745	\$ 31,213	\$ 31,682	\$ 32,149	\$ 32,618	\$ 33,086	\$ 33,555	\$ 34,022	\$ 34,491	\$ 34,958	\$ 35,427	\$ 35,906
3	200	249	\$ 28,749	\$ 29,270	\$ 29,777	\$ 30,285	\$ 30,792	\$ 31,300	\$ 31,807	\$ 32,315	\$ 32,823	\$ 33,331	\$ 33,837	\$ 34,345	\$ 34,853	\$ 35,361	\$ 35,867	\$ 36,375	\$ 36,883	\$ 37,391	\$ 37,897	\$ 38,405	\$ 38,926
4	250	299	\$ 30,981	\$ 31,541	\$ 32,088	\$ 32,634	\$ 33,181	\$ 33,728	\$ 34,275	\$ 34,822	\$ 35,369	\$ 35,916	\$ 36,463	\$ 37,010	\$ 37,557	\$ 38,104	\$ 38,652	\$ 39,199	\$ 39,746	\$ 40,293	\$ 40,840	\$ 41,387	\$ 41,948
5	300	349	\$ 33,209	\$ 33,811	\$ 34,397	\$ 34,984	\$ 35,570	\$ 36,156	\$ 36,742	\$ 37,329	\$ 37,915	\$ 38,501	\$ 39,089	\$ 39,674	\$ 40,260	\$ 40,846	\$ 41,434	\$ 42,020	\$ 42,605	\$ 43,191	\$ 43,779	\$ 44,365	\$ 44,965
6	350	399	\$ 35,440	\$ 36,083	\$ 36,708	\$ 37,334	\$ 37,959	\$ 38,586	\$ 39,210	\$ 39,837	\$ 40,463	\$ 41,088	\$ 41,714	\$ 42,339	\$ 42,966	\$ 43,590	\$ 44,217	\$ 44,842	\$ 45,468	\$ 46,095	\$ 46,719	\$ 47,346	\$ 47,987
7	400	449	\$ 37,670	\$ 38,352	\$ 39,017	\$ 39,683	\$ 40,348	\$ 41,013	\$ 41,679	\$ 42,342	\$ 43,008	\$ 43,673	\$ 44,339	\$ 45,004	\$ 45,668	\$ 46,333	\$ 46,999	\$ 47,664	\$ 48,329	\$ 48,993	\$ 49,658	\$ 50,324	\$ 51,004
8	450	499	\$ 39,902	\$ 40,624	\$ 41,328	\$ 42,033	\$ 42,737	\$ 43,441	\$ 44,147	\$ 44,851	\$ 45,556	\$ 46,260	\$ 46,964	\$ 47,669	\$ 48,373	\$ 49,077	\$ 49,782	\$ 50,486	\$ 51,190	\$ 51,895	\$ 52,601	\$ 53,305	\$ 54,027
9	500	549	\$ 42,132	\$ 42,894	\$ 43,638	\$ 44,382	\$ 45,126	\$ 45,869	\$ 46,614	\$ 47,357	\$ 48,100	\$ 48,845	\$ 49,589	\$ 50,332	\$ 51,077	\$ 51,820	\$ 52,563	\$ 53,308	\$ 54,052	\$ 54,795	\$ 55,539	\$ 56,283	\$ 57,047
10	550	599	\$ 44,363	\$ 45,166	\$ 45,949	\$ 46,732	\$ 47,515	\$ 48,298	\$ 49,082	\$ 49,865	\$ 50,648	\$ 51,431	\$ 52,214	\$ 52,998	\$ 53,781	\$ 54,564	\$ 55,348	\$ 56,130	\$ 56,914	\$ 57,697	\$ 58,480	\$ 59,264	\$ 60,068
11	600	649	\$ 46,591	\$ 47,435	\$ 48,258	\$ 49,081	\$ 49,903	\$ 50,726	\$ 51,549	\$ 52,372	\$ 53,193	\$ 54,016	\$ 54,839	\$ 55,661	\$ 56,484	\$ 57,307	\$ 58,130	\$ 58,953	\$ 59,774	\$ 60,597	\$ 61,419	\$ 62,242	\$ 63,084
12	650	699	\$ 48,823	\$ 49,707	\$ 50,569	\$ 51,431	\$ 52,292	\$ 53,156	\$ 54,017	\$ 54,879	\$ 55,741	\$ 56,603	\$ 57,464	\$ 58,326	\$ 59,190	\$ 60,051	\$ 60,913	\$ 61,775	\$ 62,637	\$ 63,498	\$ 64,360	\$ 65,223	\$ 66,106
13	700	749	\$ 51,053	\$ 51,978	\$ 52,878	\$ 53,781	\$ 54,681	\$ 55,582	\$ 56,484	\$ 57,385	\$ 58,287	\$ 59,188	\$ 60,089	\$ 60,991	\$ 61,892	\$ 62,794	\$ 63,695	\$ 64,595	\$ 65,498	\$ 66,398	\$ 67,301	\$ 68,201	\$ 69,126
14	750	799	\$ 53,283	\$ 54,250	\$ 55,189	\$ 56,130	\$ 57,072	\$ 58,011	\$ 58,953	\$ 59,894	\$ 60,834	\$ 61,775	\$ 62,716	\$ 63,656	\$ 64,597	\$ 65,538	\$ 66,478	\$ 67,419	\$ 68,360	\$ 69,300	\$ 70,241	\$ 71,183	\$ 72,147
15	800	849	\$ 55,514	\$ 56,518	\$ 57,499	\$ 58,479	\$ 59,459	\$ 60,439	\$ 61,419	\$ 62,400	\$ 63,380	\$ 64,360	\$ 65,340	\$ 66,321	\$ 67,301	\$ 68,279	\$ 69,260	\$ 70,240	\$ 71,220	\$ 72,200	\$ 73,180	\$ 74,161	\$ 75,167
16	850	899	\$ 57,744	\$ 58,789	\$ 59,808	\$ 60,827	\$ 61,848	\$ 62,867	\$ 63,886	\$ 64,905	\$ 65,925	\$ 66,945	\$ 67,964	\$ 68,984	\$ 70,003	\$ 71,022	\$ 72,041	\$ 73,062	\$ 74,081	\$ 75,100	\$ 76,119	\$ 77,139	\$ 78,185
17	900	949	\$ 59,973	\$ 61,061	\$ 62,119	\$ 63,179	\$ 64,237	\$ 65,296	\$ 66,355	\$ 67,414	\$ 68,472	\$ 69,531	\$ 70,590	\$ 71,648	\$ 72,708	\$ 73,766	\$ 74,826	\$ 75,884	\$ 76,944	\$ 78,002	\$ 79,062	\$ 80,120	\$ 81,204
18	950	999	\$ 62,203	\$ 63,331	\$ 64,428	\$ 65,527	\$ 66,626	\$ 67,723	\$ 68,821	\$ 69,920	\$ 71,019	\$ 72,116	\$ 73,214	\$ 74,313	\$ 75,410	\$ 76,509	\$ 77,608	\$ 78,706	\$ 79,803	\$ 80,901	\$ 82,001	\$ 83,098	\$ 84,224
19	1000	1049	\$ 64,435	\$ 65,602	\$ 66,739	\$ 67,877	\$ 69,014	\$ 70,152	\$ 71,290	\$ 72,427	\$ 73,565	\$ 74,703	\$ 75,840	\$ 76,978	\$ 78,116	\$ 79,253	\$ 80,391	\$ 81,528	\$ 82,666	\$ 83,804	\$ 84,941	\$ 86,079	\$ 87,246
20	1050	1099	\$ 66,665	\$ 67,872	\$ 69,049	\$ 70,227	\$ 71,403	\$ 72,580	\$ 73,757	\$ 74,935	\$ 76,111	\$ 77,288	\$ 78,465	\$ 79,641	\$ 80,819	\$ 81,996	\$ 83,172	\$ 84,349	\$ 85,527	\$ 86,704	\$ 87,880	\$ 89,057	\$ 90,264
21	1100	1149	\$ 68,898	\$ 70,144	\$ 71,360	\$ 72,577	\$ 73,792	\$ 75,009	\$ 76,225	\$ 77,442	\$ 78,658	\$ 79,875	\$ 81,090	\$ 82,307	\$ 83,523	\$ 84,740	\$ 85,956	\$ 87,173	\$ 88,388	\$ 89,606	\$ 90,821	\$ 92,038	\$ 93,286
22	1150	1199	\$ 71,127	\$ 72,414	\$ 73,669	\$ 74,925	\$ 76,181	\$ 77,437	\$ 78,692	\$ 79,948	\$ 81,204	\$ 82,460	\$ 83,715	\$ 84,971	\$ 86,227	\$ 87,483	\$ 88,739	\$ 89,993	\$ 91,250	\$ 92,506	\$ 93,762	\$ 95,016	\$ 96,305
23	1200	1249	\$ 73,357	\$ 74,685	\$ 75,980	\$ 77,275	\$ 78,570	\$ 79,865	\$ 81,160	\$ 82,455	\$ 83,752	\$ 85,047	\$ 86,342	\$ 87,637	\$ 88,932	\$ 90,227	\$ 91,522	\$ 92,817	\$ 94,112	\$ 95,407	\$ 96,702	\$ 97,997	\$ 99,325
24	1250	1299	\$ 75,587	\$ 76,956	\$ 78,289	\$ 79,624	\$ 80,959	\$ 82,293	\$ 83,628	\$ 84,963	\$ 86,297	\$ 87,631	\$ 88,966	\$ 90,300	\$ 91,635	\$ 92,969	\$ 94,304	\$ 95,638	\$ 96,973	\$ 98,257	\$ 99,616	\$ 100,976	\$ 102,345
25	1300	1349	\$ 77,817	\$ 79,226	\$ 80,600	\$ 81,974	\$ 83,348	\$ 84,722	\$ 86,095	\$ 87,470	\$ 88,843	\$ 90,217	\$ 91,591	\$ 92,965	\$ 94,339	\$ 95,713	\$ 97,086	\$ 98,460	\$ 99,834	\$ 101,155	\$ 102,566	\$ 103,956	\$ 105,365
26	1350	1399	\$ 80,048	\$ 81,497	\$ 82,910	\$ 84,323	\$ 85,737	\$ 87,150	\$ 88,563	\$ 89,977	\$ 91,390	\$ 92,803	\$ 94,216	\$ 95,629	\$ 97,043	\$ 98,456	\$ 99,869	\$ 101,282	\$ 102,696	\$ 104,053	\$ 105,516	\$ 106,935	\$ 108,385