COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: June 24, 2013
AGENDA NUMBER: 5
ITEM: 2014 Budget: Review Salary Study

POLICY IMPACT: Discussion
FISCAL IMPACT: Budgeted

REQUEST
Approve appointed task force recommendation on needed salary adjustments.

BACKGROUND
On June 10 the Board reviewed a summary of salaries comparing what District employees currently earn and what comparable positions in other watersheds and municipalities earn. The difference between the two was quite dramatic and underscored a concern or question that was first raised by the Board in 2012.

At that meeting the Board appointed Bromley and Kearns to a committee to:

1. Take an in-depth look at the salary survey conducted by Staff
2. Canvas Board members on this issue

The committee members met Thursday June 20 to review the salary survey and form a recommendation.

ISSUES/CONCERNS
Retention of Qualified Staff: In the almost constantly evolving and highly technical field of storm water and water resource management, a major strategic management element is the attraction and retention of qualified staff.

Salary Survey: Since the June 10 meeting staff revisited this issue and conducted the following tasks:

1. Reviewed of CCWD position descriptions – Responsibilities, goals and knowledge, skills and ability requirements in addition to latitude for action, consequence of errors and liaison responsibilities (Attached)
2. Group positions based on above evaluation.
3. Assign Metro MAWD Classifications to CCWD Positions based on operating level of above factors.
4. Note pay ranges of Metro MAWD job classifications for each CCWD position.
5. Reviewed similar municipal job classifications and jobs\(^1\).
6. Align District positions with similar municipal positions in sample.
7. Eliminated outliers in pay ranges of aligned jobs for each District position and calculated average pay of final sample pay ranges.
8. Averaged Metro MAWD pay ranges from step 4 with local municipal pay ranges in step 7
9. Identify recommended salary adjustment

NOTE¹: Based on information from the cities of Fridley, Coon Rapids, Blaine and Andover.

### 2012-2013 Pay Minimums

<table>
<thead>
<tr>
<th>CCWD Position Title</th>
<th>MAWD Job Classification</th>
<th>Metro MAWD 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Administrator</td>
<td>115,897</td>
</tr>
<tr>
<td>Admin Assistant/Clerk</td>
<td>Technical Specialist IV</td>
<td>65,800</td>
</tr>
<tr>
<td>I&amp;E Coordinator</td>
<td>Program Manager I</td>
<td>73,150</td>
</tr>
<tr>
<td>O&amp;M Coordinator</td>
<td>Program Coordinator</td>
<td>65,800</td>
</tr>
<tr>
<td>Regulatory Coordinator</td>
<td>Program Manager I</td>
<td>73,150</td>
</tr>
<tr>
<td>WRAPP Coordinator</td>
<td>Technical Specialist IV</td>
<td>65,800</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

The CCWD use the MAWD salary schedule to make the needed salary adjustments. Authorize the District Administrator to make the appropriate salary adjustments.