

**RESOLUTION 18-28
OF THE BOARD OF DIRECTORS OF HELIX WATER DISTRICT
ESTABLISHING CLASSIFICATIONS AND MONTHLY RATES OF PAY FOR
HELIX WATER DISTRICT EMPLOYEES EFFECTIVE JULY 1, 2018**

BE IT AND IT IS HEREBY RESOLVED by the Helix Water District Board of Directors that for the period of July 1, 2018 through June 30, 2019 and continuing thereafter at the pleasure of the board of directors of this water district, the employment classifications required for the operation of the district, and the standard monthly rates of compensation therefore, be and they are established as follows, to wit:

SALARY RANGES

RANGE	A	B	C	D	E	F	G	H	I	J	K
01	3380	3465	3549	3638	3727	3820	3913	4011	4109	4211	4314
02	3549	3638	3727	3820	3913	4011	4109	4211	4314	4422	4530
03	3727	3820	3913	4011	4109	4211	4314	4422	4530	4643	4756
04	3913	4011	4109	4211	4314	4422	4530	4643	4756	4875	4994
05	4109	4211	4314	4422	4530	4643	4756	4875	4994	5119	5244
06	4314	4422	4530	4643	4756	4875	4994	5119	5244	5375	5506
07	4530	4643	4756	4875	4994	5119	5244	5375	5506	5644	5781
08	4756	4875	4994	5119	5244	5375	5506	5644	5781	5926	6070
09	4994	5119	5244	5375	5506	5644	5781	5926	6070	6222	6374
10	5244	5375	5506	5644	5781	5926	6070	6222	6374	6533	6693
11	5506	5644	5781	5926	6070	6222	6374	6533	6693	6860	7027
12	5781	5926	6070	6222	6374	6533	6693	6860	7027	7203	7378
13	6070	6222	6374	6533	6693	6860	7027	7203	7378	7563	7747
14	6374	6533	6693	6860	7027	7203	7378	7563	7747	7941	8135
15	6693	6860	7027	7203	7378	7563	7747	7941	8135	8338	8542
16	7027	7203	7378	7563	7747	7941	8135	8338	8542	8755	8969
17	7378	7563	7747	7941	8135	8338	8542	8755	8969	9193	9417
18	7747	7941	8135	8338	8542	8755	8969	9193	9417	9652	9888
19	8135	8338	8542	8755	8969	9193	9417	9652	9888	10135	10382
20	8542	8755	8969	9193	9417	9652	9888	10135	10382	10642	10901
21	8969	9193	9417	9652	9888	10135	10382	10642	10901	11174	11446
22	9417	9652	9888	10135	10382	10642	10901	11174	11446	11733	12019
23	9888	10135	10382	10642	10901	11174	11446	11733	12019	12319	12620
24	10382	10642	10901	11174	11446	11733	12019	12319	12620	12935	13251
25	10901	11174	11446	11733	12019	12319	12620	12935	13251	13582	13913
26	11446	11733	12019	12319	12620	12935	13251	13582	13913	14261	14609
27	12019	12319	12620	12935	13251	13582	13913	14261	14609	14974	15339
28	12620	12935	13251	13582	13913	14261	14609	14974	15339	15723	16106

**HELIX WATER DISTRICT
PERSONNEL CLASSIFICATION SCHEDULE
JULY 1, 2018**

FULL TIME CLASSIFICATION	SALARY RANGE	MONTHLY PAY RANGES
ACCOUNTANT	12	5781 - 7378
ACCOUNTANT, SENIOR	15	6693 - 8542
ACCOUNTING TECHNICIAN	08	4756 - 6070
ADMINISTRATIVE ASSISTANT I	06	4314 - 5506
ADMINISTRATIVE ASSISTANT II	08	4756 - 6070
ASSISTANT DIRECTOR OF ADMIN SERVICES/FINANCE MANAGER	25	10901 - 13913
BIOLOGIST	14	6374 - 8135
BOARD SECRETARY	18	7747 - 9888
BOARD SECRETARY, ASSISTANT	10	5244 - 6693
CATHODIC PROTECTION TECHNICIAN	10	5244 - 6693
CHEMIST, SENIOR	16	7027 - 8969
CONSTRUCTION SERVICES COORDINATOR	15	6693 - 8542
CONSTRUCTION SUPERVISOR	18	7747 - 9888
CORROSION SPECIALIST	13	6070 - 7747
CROSS CONNECTION CONTROL COORDINATOR	12	5781 - 7378
CUSTOMER SERVICE MANAGER	21	8969 - 11446
CUSTOMER SERVICE REPRESENTATIVE I	05	4109 - 5244
CUSTOMER SERVICE REPRESENTATIVE II	08	4756 - 6070
CUSTOMER SERVICE SPECIALIST	10	5244 - 6693
CUSTOMER SERVICE SUPERVISOR	13	6070 - 7747
DIRECTOR OF ADMINISTRATIVE SERVICES	28	12620 - 16106
DIRECTOR OF ENGINEERING	28	12620 - 16106
DIRECTOR OF OPERATIONS	28	12620 - 16106
DIRECTOR OF WATER QUALITY/SYSTEM OPERATIONS	28	12620 - 16106
ENGINEER, ASSISTANT	15	6693 - 8542
ENGINEER, ASSOCIATE	18	7747 - 9888
ENGINEER, CIVIL	21	8969 - 11446
ENGINEERING AIDE	08	4756 - 6070
ENGINEERING DESIGN ASSOCIATE	15	6693 - 8542
ENGINEERING MANAGER	25	10901 - 13913
ENGINEERING TECHNICIAN	10	5244 - 6693
ENGINEERING TECHNICIAN, SENIOR	13	6070 - 7747
ENTERPRISE APPLICATIONS MANAGER	23	9888 - 12620
ENTERPRISE ARCHITECTURE MANAGER	23	9888 - 12620
EQUIPMENT MAINTENANCE COORDINATOR	11	5506 - 7027
EQUIPMENT OPERATOR I	05	4109 - 5244
EQUIPMENT OPERATOR II	08	4756 - 6070
EQUIPMENT OPERATOR III	10	5244 - 6693

EQUIPMENT REPAIR TECHNICIAN	10	5244	-	6693
FACILITIES MANAGER	21	8969	-	11446
FACILITIES SUPERVISOR	16	7027	-	8969
FACILITY LOCATION/SURVEY TECHNICIAN	09	4994	-	6374
FACILITY MAINTENANCE TECHNICIAN	09	4994	-	6374
FIELD OPERATIONS MANAGER	21	8969	-	11446
FIELD SERVICES COORDINATOR	11	5506	-	7027
FIELD SUPERVISOR I	14	6374	-	8135
FIELD SUPERVISOR II	17	7378	-	9417
FINANCE MANAGER	23	9888	-	12620
GENERAL MANAGER	PURSUANT TO CONTRACT			19533
GIS ANALYST	15	6693	-	8542
GIS SPECIALIST	13	6070	-	7747
GIS TECHNICIAN I	08	4756	-	6070
GIS TECHNICIAN II	10	5244	-	6693
HUMAN RESOURCES ANALYST	13	6070	-	7747
HUMAN RESOURCES ANALYST, SENIOR	16	7027	-	8969
HUMAN RESOURCES MANAGER	23	9888	-	12620
HUMAN RESOURCES TECHNICIAN I	06	4314	-	5506
HUMAN RESOURCES TECHNICIAN II	08	4756	-	6070
INFORMATION AND PROCESS SYSTEMS SUPERVISOR	21	8969	-	11446
INFORMATION SYSTEMS ANALYST I	12	5781	-	7378
INFORMATION SYSTEMS ANALYST II	14	6374	-	8135
INSPECTOR I	10	5244	-	6693
INSPECTOR II	13	6070	-	7747
INSPECTOR III	15	6693	-	8542
MAINTENANCE RANGER	03	3727	-	4756
MAINTENANCE RANGER, SENIOR	03	3727	-	4756
MANAGEMENT ANALYST	10	5244	-	6693
MECHANICAL SYSTEM TECHNICIAN I	09	4994	-	6374
MECHANICAL SYSTEM TECHNICIAN II	12	5781	-	7378
MECHANICAL SYSTEM TECHNICIAN III	13	6070	-	7747
METER MAINTENANCE TECHNICIAN, SENIOR	10	5244	-	6693
METER READER I	03	3727	-	4756
METER READER II	06	4314	-	5506
METER SERVICES FIELD REPRESENTATIVE	07	4530	-	5781
NETWORK ADMINISTRATOR	16	7027	-	8969
NETWORK SUPPORT SPECIALIST	13	6070	-	7747
NETWORK SUPPORT TECHNICIAN	10	5244	-	6693
OPERATIONS AND MAINTENANCE TECHNICIAN	07	4530	-	5781
OPERATIONS AND CONSTRUCTION MANAGER	23	9888	-	12620
PLANT OPERATIONS SUPERVISOR	18	7747	-	9888
PLANT OPERATOR I	10	5244	-	6693
PLANT OPERATOR II	12	5781	-	7378
PLANT OPERATOR III	14	6374	-	8135
PLANT OPERATOR TRAINEE	08	4756	-	6070

PROGRAMMER ANALYST	21	8969 - 11446
PUBLIC AFFAIRS REPRESENTATIVE	11	5506 - 7027
PUBLIC AFFAIRS REPRESENTATIVE, SENIOR	14	6374 - 8135
RESERVOIR RECREATION RANGER	13	6070 - 7747
RIGHT OF WAY AGENT I	10	5244 - 6693
RIGHT OF WAY AGENT II	12	5781 - 7378
RIGHT OF WAY AGENT/ENVIRONMENTAL ANALYST, SENIOR	15	6693 - 8542
SAFETY/RISK ADMINISTRATOR	19	8135 - 10382
SCADA/INSTRUMENTATION/ELECTRICAL TECHNICIAN I	11	5506 - 7027
SCADA/INSTRUMENTATION/ELECTRICAL TECHNICIAN II	15	6693 - 8542
SCADA/INSTRUMENTATION/ELECTRICAL TECHNICIAN III	16	7027 - 8969
SCADA PROGRAMMING AND WIRELESS NETWORK ADMINISTRATOR	19	8135 - 10382
SENIOR SYSTEMS ADMINISTRATOR	21	8969 - 11446
SURVEY AND LOCATIONS SUPERVISOR	16	7027 - 8969
SURVEY TECHNICIAN, SENIOR	12	5781 - 7378
SYSTEM OPERATIONS MANAGER	23	9888 - 12620
SYSTEM OPERATIONS SUPERVISOR	18	7747 - 9888
SYSTEM OPERATOR I	08	4756 - 6070
SYSTEM OPERATOR II	11	5506 - 7027
SYSTEM OPERATOR III	13	6070 - 7747
UTILITY CREW MEMBER I	05	4109 - 5244
UTILITY CREW MEMBER II	07	4530 - 5781
UTILITY CREW MEMBER III	09	4994 - 6374
UTILITY CREW SUPERVISOR	13	6070 - 7747
VALVE MAINTENANCE TECHNICIAN I	05	4109 - 5244
VALVE MAINTENANCE TECHNICIAN II	07	4530 - 5781
VALVE MAINTENANCE TECHNICIAN III	09	4994 - 6374
WAREHOUSE COORDINATOR I	06	4314 - 5506
WAREHOUSE COORDINATOR II	09	4994 - 6374
WATER CONSERVATION SPECIALIST	13	6070 - 7747
WATER CONSERVATION TECHNICIAN	09	4994 - 6374
WATER TREATMENT PLANT MANAGER	23	9888 - 12620

In addition to the above salary ranges, individuals who are assigned the following duties will receive the designated additional pay:

Standby Pay	35.78 / Day
Duty Response Pay	51.09 / Day
Standby/Duty Response Holiday Pay	115.08 / Holiday
Special Assignment Pay (e.g. Shift Differential, Heavy/Special Equipment Operator Premium, Computer Operations Premium, Lead Worker/Supervisor Premium)	5-15%
Temporary Upgrade Pay	5-15%
Car Allowance - Department Director	500.00 / Month in lieu of District vehicle
Car Allowance - General Manager	600.00 / Month in lieu of District vehicle

PART-TIME / TEMPORARY CATEGORY AND CLASSIFICATION

**HOURLY PAY
RANGES**

ADMINISTRATIVE

ADMINISTRATIVE ASSISTANT	24.00	-	35.00
CUSTOMER SERVICE REPRESENTATIVE	23.00	-	30.00
OFFICE ASSISTANT	13.00	-	21.00
PUBLIC AFFAIRS EDUCATION ASSISTANT	17.00	-	26.00
TREATMENT PLANT TOUR GUIDE	13.00	-	21.00

STUDENT WORKER

INTERN	12.00	-	21.00
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FIELD

EQUIPMENT OPERATOR	23.00	-	38.00
METER READER	21.00	-	27.00
METER READER ASSISTANT	15.00	-	21.00
UTILITY CREW MEMBER	23.00	-	36.00

RECREATION

ASSISTANT MAINTENANCE RANGER	15.00	-	21.00
ASSISTANT RECREATION RANGER	13.00	-	19.00
DOCKHAND	12.00	-	17.00

TECHNICAL/PARAPROFESSIONAL

TECHNICAL ASSISTANT	24.00		35.00
WATER CONSERVATION REPRESENTATIVE	17.00	-	26.00

PROFESSIONAL

TEMPORARY PROFESSIONAL

HOURLY RATE DETERMINED BY HR

PASSED, ADOPTED AND APPROVED this 20th day of June 2018, by the following vote:

AYES: McMillan, Scalzitti, Verbeke, Gracyk

NOES: None

ABSENT: Hedberg



Daniel H. McMillan, Chair

ATTEST:



Sandra L. Janzen, Secretary of the Board

