

**RESOLUTION 21-17  
OF THE BOARD OF DIRECTORS OF HELIX WATER DISTRICT  
AMENDING THE ESTABLISHED CLASSIFICATIONS AND MONTHLY RATES OF PAY  
FOR FISCAL YEAR 2020-21 FOR ALL HELIX WATER DISTRICT EMPLOYEES EFFECTIVE FEBRUARY 1, 2021**

**BE IT AND IT IS HEREBY RESOLVED** by the Helix Water District Board of Directors that for the period of February 1, 2021 through June 30, 2021 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**

<b>RANGE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>01</b>	3631	3722	3812	3908	4003	4103	4203	4308	4413	4524	4634
<b>02</b>	3812	3908	4003	4103	4203	4308	4413	4524	4634	4750	4866
<b>03</b>	4003	4103	4203	4308	4413	4524	4634	4750	4866	4987	5109
<b>04</b>	4203	4308	4413	4524	4634	4750	4866	4987	5109	5237	5364
<b>05</b>	4413	4524	4634	4750	4866	4987	5109	5237	5364	5499	5633
<b>06</b>	4634	4750	4866	4987	5109	5237	5364	5499	5633	5774	5914
<b>07</b>	4866	4987	5109	5237	5364	5499	5633	5774	5914	6062	6210
<b>08</b>	5109	5237	5364	5499	5633	5774	5914	6062	6210	6365	6521
<b>09</b>	5364	5499	5633	5774	5914	6062	6210	6365	6521	6684	6847
<b>10</b>	5633	5774	5914	6062	6210	6365	6521	6684	6847	7018	7189
<b>11</b>	5914	6062	6210	6365	6521	6684	6847	7018	7189	7369	7548
<b>12</b>	6210	6365	6521	6684	6847	7018	7189	7369	7548	7737	7926
<b>13</b>	6521	6684	6847	7018	7189	7369	7548	7737	7926	8124	8322
<b>14</b>	6847	7018	7189	7369	7548	7737	7926	8124	8322	8530	8738
<b>15</b>	7189	7369	7548	7737	7926	8124	8322	8530	8738	8957	9175
<b>16</b>	7548	7737	7926	8124	8322	8530	8738	8957	9175	9404	9634
<b>17</b>	7926	8124	8322	8530	8738	8957	9175	9404	9634	9875	10116
<b>18</b>	8322	8530	8738	8957	9175	9404	9634	9875	10116	10368	10621
<b>19</b>	8738	8957	9175	9404	9634	9875	10116	10368	10621	10887	11152
<b>20</b>	9175	9404	9634	9875	10116	10368	10621	10887	11152	11431	11710
<b>21</b>	9634	9875	10116	10368	10621	10887	11152	11431	11710	12003	12296
<b>22</b>	10116	10368	10621	10887	11152	11431	11710	12003	12296	12603	12910
<b>23</b>	10621	10887	11152	11431	11710	12003	12296	12603	12910	13233	13556
<b>24</b>	11152	11431	11710	12003	12296	12603	12910	13233	13556	13895	14234
<b>25</b>	11710	12003	12296	12603	12910	13233	13556	13895	14234	14589	14945
<b>26</b>	12296	12603	12910	13233	13556	13895	14234	14589	14945	15319	15693
<b>27</b>	12910	13233	13556	13895	14234	14589	14945	15319	15693	16085	16477
<b>28</b>	13556	13895	14234	14589	14945	15319	15693	16085	16477	16889	17301

**HELIX WATER DISTRICT  
PERSONNEL CLASSIFICATION SCHEDULE  
February 1, 2021**

<b>FULL-TIME CLASSIFICATION</b>	<b>SALARY RANGE</b>	<b>MONTHLY PAY RANGES</b>
ACCOUNTANT	12	6210 - 7926
ACCOUNTANT, SENIOR	15	7189 - 9175
ACCOUNTING TECHNICIAN	08	5109 - 6521
ADMINISTRATIVE ASSISTANT I	05	4413 - 5633
ADMINISTRATIVE ASSISTANT II	08	5109 - 6521
BIOLOGIST	14	6847 - 8738
BOARD SECRETARY	18	8322 - 10621
BOARD SECRETARY, ASSISTANT	10	5633 - 7189
CATHODIC PROTECTION TECHNICIAN	10	5633 - 7189
CONSTRUCTION SERVICES COORDINATOR	15	7189 - 9175
CONSTRUCTION SUPERVISOR	18	8322 - 10621
CORROSION SPECIALIST	13	6521 - 8322
CROSS-CONNECTION CONTROL COORDINATOR	12	6210 - 7926
CUSTOMER SERVICE MANAGER	21	9634 - 12296
CUSTOMER SERVICE REPRESENTATIVE I	05	4413 - 5633
CUSTOMER SERVICE REPRESENTATIVE II	08	5109 - 6521
CUSTOMER SERVICE SPECIALIST	10	5633 - 7189
CUSTOMER SERVICE SUPERVISOR	14	6847 - 8738
DIRECTOR OF ADMINISTRATIVE SERVICES	28	13556 - 17301
DIRECTOR OF ENGINEERING	28	13556 - 17301
DIRECTOR OF ENGINEERING, ASSISTANT	26	12296 - 15693
DIRECTOR OF OPERATIONS	28	13556 - 17301
DIRECTOR OF WATER QUALITY/SYSTEM OPERATIONS	28	13556 - 17301
ENGINEER, ASSISTANT	15	7189 - 9175
ENGINEER, ASSOCIATE	18	8322 - 10621
ENGINEER, CIVIL	21	9634 - 12296
ENGINEERING AIDE	08	5109 - 6521
ENGINEERING DESIGN ASSOCIATE	15	7189 - 9175
ENGINEERING MANAGER	25	11710 - 14945
ENGINEERING TECHNICIAN	10	5633 - 7189
ENGINEERING TECHNICIAN, SENIOR	13	6521 - 8322
ENTERPRISE APPLICATIONS MANAGER	23	10621 - 13556
ENTERPRISE ARCHITECTURE MANAGER	23	10621 - 13556
EQUIPMENT MAINTENANCE COORDINATOR	11	5914 - 7548
EQUIPMENT OPERATOR I	06	4634 - 5914
EQUIPMENT OPERATOR II	08	5109 - 6521
EQUIPMENT OPERATOR III	10	5633 - 7189
EQUIPMENT REPAIR TECHNICIAN	10	5633 - 7189

FACILITIES MANAGER	21	9634	-	12296
FACILITIES SUPERVISOR	16	7548	-	9634
FACILITY LOCATION/SURVEY TECHNICIAN	09	5364	-	6847
FACILITY MAINTENANCE TECHNICIAN	09	5364	-	6847
FIELD OPERATIONS MANAGER	21	9634	-	12296
FIELD SERVICES COORDINATOR	11	5914	-	7548
FIELD SUPERVISOR I	14	6847	-	8738
FIELD SUPERVISOR II	17	7926	-	10116
FINANCE MANAGER	23	10621	-	13556
GENERAL MANAGER				

PURSUANT TO CONTRACT

Effective 2/1/21: 271,344/annual

2/1/22: 284,911/annual

GIS ANALYST	16	7548	-	9634
GIS SPECIALIST	13	6521	-	8322
GIS TECHNICIAN I	08	5109	-	6521
GIS TECHNICIAN II	10	5633	-	7189
HUMAN RESOURCES ANALYST	13	6521	-	8322
HUMAN RESOURCES ANALYST, SENIOR	16	7548	-	9634
HUMAN RESOURCES MANAGER	23	10621	-	13556
HUMAN RESOURCES TECHNICIAN I	05	4413	-	5633
HUMAN RESOURCES TECHNICIAN II	08	5109	-	6521
INFORMATION AND PROCESS SYSTEMS SUPERVISOR	21	9634	-	12296
INFORMATION SYSTEMS ANALYST I	12	6210	-	7926
INFORMATION SYSTEMS ANALYST II	15	7189	-	9175
INSPECTOR I	10	5633	-	7189
INSPECTOR II	13	6521	-	8322
INSPECTOR III	15	7189	-	9175
MAINTENANCE RANGER	03	4003	-	5109
MANAGEMENT ANALYST	11	5914	-	7548
MECHANICAL SYSTEM TECHNICIAN I	09	5364	-	6847
MECHANICAL SYSTEM TECHNICIAN II	12	6210	-	7926
MECHANICAL SYSTEM TECHNICIAN III	13	6521	-	8322
METER MAINTENANCE TECHNICIAN, SENIOR	10	5633	-	7189
METER READER I	03	4003	-	5109
METER READER II	06	4634	-	5914
METER SERVICES FIELD REPRESENTATIVE	07	4866	-	6210
NETWORK ADMINISTRATOR	17	7926	-	10116
NETWORK SUPPORT SPECIALIST	13	6521	-	8322
NETWORK SUPPORT TECHNICIAN	10	5633	-	7189
OPERATIONS AND CONSTRUCTION MANAGER	23	10621	-	13556
OPERATIONS AND MAINTENANCE TECHNICIAN	07	4866	-	6210
PLANT OPERATIONS SUPERVISOR	18	8322	-	10621
PLANT OPERATOR I	10	5633	-	7189
PLANT OPERATOR II	12	6210	-	7926
PLANT OPERATOR III	14	6847	-	8738
PLANT OPERATOR TRAINEE	08	5109	-	6521
PROGRAMMER ANALYST	21	9634	-	12296
PUBLIC AFFAIRS REPRESENTATIVE	11	5914	-	7548

PUBLIC AFFAIRS REPRESENTATIVE, SENIOR	14	6847	-	8738
PUBLIC AFFAIRS SUPERVISOR	17	7926	-	10116
RECREATION COORDINATOR	06	4634	-	5914
RESERVOIR RECREATION RANGER	14	6847	-	8738
RIGHT OF WAY AGENT I	10	5633	-	7189
RIGHT OF WAY AGENT II	12	6210	-	7926
RIGHT OF WAY AGENT/ENVIRONMENTAL ANALYST, SENIOR	16	7548	-	9634
SAFETY/RISK ADMINISTRATOR	19	8738	-	11152
SCADA/INSTRUMENTATION/ELECTRICAL TECHNICIAN I	11	5914	-	7548
SCADA/INSTRUMENTATION/ELECTRICAL TECHNICIAN II	15	7189	-	9175
SCADA/INSTRUMENTATION/ELECTRICAL TECHNICIAN III	16	7548	-	9634
SCADA PROGRAMMING AND WIRELESS NETWORK ADMINISTRATOR	19	8738	-	11152
SENIOR CHEMIST/LAB COMPLIANCE ADMINISTRATOR	17	7926	-	10116
SENIOR SYSTEMS ADMINISTRATOR	21	9634	-	12296
SURVEY AND LOCATIONS SUPERVISOR	18	8322	-	10621
SURVEY TECHNICIAN, SENIOR	13	6521	-	8322
SYSTEM OPERATIONS MANAGER	23	10621	-	13556
SYSTEM OPERATIONS SUPERVISOR	18	8322	-	10621
SYSTEM OPERATOR I	09	5364	-	6847
SYSTEM OPERATOR II	11	5914	-	7548
SYSTEM OPERATOR III	13	6521	-	8322
UTILITY CREW MEMBER I	05	4413	-	5633
UTILITY CREW MEMBER II	07	4866	-	6210
UTILITY CREW MEMBER III	09	5364	-	6847
UTILITY CREW SUPERVISOR	13	6521	-	8322
VALVE MAINTENANCE TECHNICIAN I	05	4413	-	5633
VALVE MAINTENANCE TECHNICIAN II	07	4866	-	6210
VALVE MAINTENANCE TECHNICIAN III	09	5364	-	6847
WAREHOUSE COORDINATOR I	05	4413	-	5633
WAREHOUSE COORDINATOR II	09	5364	-	6847
WATER CONSERVATION SPECIALIST	13	6521	-	8322
WATER CONSERVATION TECHNICIAN	09	5364	-	6847
WATER TREATMENT PLANT MANAGER	23	10621	-	13556

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

Standby Pay	\$37.89 / Day
Duty Pay	\$54.10 / Day
Standby/Duty Holiday Pay	\$121.86 / 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 / Month in lieu of district vehicle
Car Allowance - General Manager	\$600 / Month in lieu of district vehicle
Performance Pay - General Manager	\$5,000 (non-PERSable one-time payment to be paid upon approval of Resolution)

**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 - 28.00
METER READER ASSISTANT	15.00 - 22.00
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	25.00 - 80.00
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**PASSED, ADOPTED AND APPROVED** this 3rd day of March 2021, by the following vote:

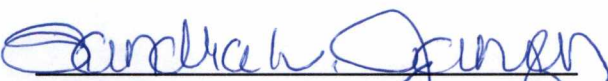
**AYES:** Scalzitti, Hedberg, McMillan, Gracyk, Verbeke

**NOES:** None

**ABSENT:** None

  
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Joel A. Scalzitti, President

**ATTEST:**

  
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Sandra L. Janzen, Secretary of the Board

