

SOUTHEAST METRO STORMWATER AUTHORITY
acting by and through
SEMSWA WATER ACTIVITY ENTERPRISE

RESOLUTION NO. 25, SERIES OF 2007

(Authorization to Develop a Classification Plan and Compensation Structure for Board
Consideration)

WHEREAS, SEMSWA was established pursuant to an IGA between Arapahoe County, City of Centennial, Arapahoe County Water and Wastewater Authority, East Cherry Creek Water and Sanitation District, and Inverness Water and Sanitation District in September 2006; and

WHEREAS, the staff of Arapahoe County dealing with drainage, flood control and NPDES matters were offered employment at SEMSWA on comparable terms as at the County as set forth in section IV.6 of the IGA establishing SEMSWA; and

WHEREAS, the IGA establishing SEMSWA further provides that the benefits those employees receive will be commensurate with those of other governmental entities of similar size, revenue and budget; and

WHEREAS, the Board has authorized hiring eight new employees consisting of the following: Water Quality Technical Administrative Assistant, Stormwater Inspector, Land Development Coordinator, Administrative Assistant, Capital Improvements Program Manager, Floodplain and Master Planning Program Manager, Maintenance Program Manager, and Receptionist; and

WHEREAS, these eight positions have been advertised, candidates are being interviewed, and offers are being made to the best candidates; and

WHEREAS, the Board also plans to hire a permanent executive director and director of finance and administration; and

WHEREAS, it was recommended by the Steering Group on the Formation of a Stormwater Authority that within the first year of operation SEMSWA shall "...undertake a job and salary survey to determine the appropriate range of salaries for comparable positions held within the authority in order to establish a compensation program for future hiring and salary increases.", Exhibit C, IGA establishing SEMSWA; and

WHEREAS, salary offers currently being made to new employees are being based on salaries now being paid to County employees doing similar jobs with similar responsibilities, however, a review by a human resources professional of all SEMSWA positions to include employee interviews, review and revision of job requirements and job descriptions, and development of a classification plan and compensation structure is needed; and

WHEREAS, employee interviews can start with employees transferring from Arapahoe County and those already or soon to be hired and continue as new employees are hired throughout the next two or three months; and

WHEREAS, a proposal has been received from Eric Marburger of EMS Consulting who provides human resource, compensation, and training services in both the public and private sectors to assist the Board in developing a classification plan and compensation structure for SEMSWA; and

WHEREAS, EMS currently provides human resource and compensation services to the Urban Drainage and Flood Control District and Metro Wastewater Reclamation District, and currently provides or in the past has provided such services to entities such as Parker Water and Sanitation District, Evergreen Park and Recreation District, Highlands Ranch Metro Districts among many others in the Denver area and State of Colorado; and

WHEREAS, the cost to interview all employees, develop and/or review and revise job requirements and job descriptions, and to develop a classification plan and compensation structure is estimated not to exceed \$13,000; and

WHEREAS, the Board desires to initiate the process of development of a classification plan and compensation structure and to retain ESM Consulting to assist in that process.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board authorizes the Executive Director to execute an agreement with EMS Consulting to assist the Board in developing an employee classification plan and compensation structure.
2. The cost shall not exceed \$13,000 without Board approval.

(SEAL)

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Date: _____

ATTEST:

Secretary

Chairperson