

RESOLUTION NO. 2019-19

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), establishing Titles and Bi-weekly Salary Ranges for non-represented Employees plus establishing a set month in each calendar year when ranges for non-represented positions will be adjusted based on cost-of-living (COLA).

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salary ranges; and

WHEREAS RESOLUTION NO. 2016-003 was approved the 15th day of March, 2016 to establish Titles and Bi-weekly Salary Ranges for Staff Employees plus incorporating benefits for Non-represented Employees;

WHEREAS, the PUD will be increasing staffing levels and compensation to better support the PUD with growing needs of the PUD; and

WHEREAS, the General Manager will set the 1st of February of each calendar year for the COLA and salary adjustment increases for non-represented employees;

WHEREAS, the General manager has reviewed the organization of the PUD, the positions and salary ranges required to efficiently manage and achieve the goals of the PUD; and

WHEREAS, the Commission approves the annual budget, which includes staff allocation and funding to meet the operational requirements of the PUD, and

WHEREAS, the Commission authorizes the General Manager to administer salary range adjustment increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Bi-weekly Salary Ranges for non-represented employees, and that annual performance reviews have been conducted on a regular basis, now, therefore, be it

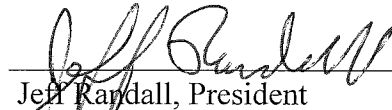
RESOLVED, RESOLUTION 2016-003, be rescinded and that this Resolution becomes entirely effective August 6, 2019.

1. That the General Manager is hereby authorized, on behalf of the District to administer salary range adjustments, for employees of the District, not represented under any Collective Bargaining Agreements and excluding the General Manager.
2. The Commission authorizes the General Manager to administer salary adjustment increases, which are supported by regularly conducted annual performance reviews,

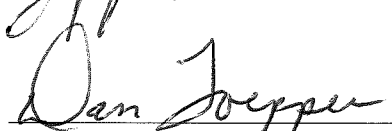
employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Biweekly Salary Ranges for non-represented employees limitations set within and in accordance with the Titles and Biweekly Salary Ranges for Staff non-represented employees (attached) as hereby approved by the Commission.

3. That the General Manager shall include within the annual budget sufficient funds to support salary adjustment requirements for the year.
4. That the General Manager shall receive Commission approval for all modifications to the Titles and Bi-weekly Salary Ranges for Staff Employees.
5. That the General Manager shall be authorized to amend the current non-represented employee salary range as outlined in the Titles and Bi-weekly Salary Ranges for non-represented employees, Exhibit "A" this Resolution.
6. That the following titles be included in the Titles and Bi-weekly Salary Ranges for non-represented employees: Executive Assistant/Records Admin, Human Resource Manager, Communications Manager, Controller/Accountant, Accounting Specialist, Customer Service Manager, Information Technology Manager, Information Technology Support Tech, Water Resource Manager, Energy Efficiency Specialist, Staking Engineer, Senior Electrical Engineer, Finance Director, Electrical Operations Superintendent, Water Operations Director (PE), GIS Dispatching, Operations Assistant, Special Projects and Director.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a Regular open meeting held this 6th day of August, 2019.




Jeff Randall, President



Dan Toepper, Vice President

ATTEST:



Kenneth Collins, Secretary

Exhibit "A"
Updated as of 8/2/2019
Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019

Title	% from Mid-pt.	Low	Mid	High
Executive Assistant/Records	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Human Resources Manager	30%			
Bi-weekly		\$2,300	\$4,000	\$4,300
Hourly		\$28.75	\$49.61	\$53.75
Annual		\$80,000	\$104,000	\$135,200
Human Resources Coordinator	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Communications Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Records Management Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Controller/Accountant	40%			
Bi-weekly		\$2,500	\$3,500	\$4,900
Hourly		\$31.25	\$43.75	\$61.25
Annual		\$65,000	\$91,000	\$127,400
Accounting Specialist	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Customer Service Manager	30%			
Bi-weekly		\$2,300	\$3,500	\$4,300
Hourly		\$28.75	\$43.75	\$53.75
Annual		\$70,000	\$91,000	\$118,300
Information Technology Manager	30%			
Bi-weekly		\$2,300	\$3,500	\$4,300
Hourly		\$28.75	\$43.75	\$53.75
Annual		\$70,000	\$91,000	\$118,300
Info Technology Support Technician	40%			
Bi-weekly		\$1,714	\$2,400	\$3,360
Hourly		\$21.43	\$30.00	\$42.00
Annual		\$44,571	\$62,400	\$87,360

Exhibit "A"
Updated as of 8/2/2019
Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019

Title	% from Mid-pt.	Low	Mid	High
Water Resource Manager	30%			
	Bi-weekly	\$2,769	\$3,600	\$4,680
	Hourly	\$34.62	\$45.00	\$58.50
Energy Efficiency Specialist	40%			
	Bi-weekly	\$1,786	\$2,500	\$3,500
	Hourly	\$22.32	\$31.25	\$43.75
Staking Engineer	40%			
	Bi-weekly	\$2,286	\$3,200	\$4,480
	Hourly	\$28.57	\$40.00	\$56.00
Senior Electrical Engineer	30%			
	Bi-weekly	\$3,846	\$5,000	\$6,500
	Hourly	\$48.08	\$62.50	\$81.25
Finance Director	20%			
	Bi-weekly	\$5,083	\$6,100	\$7,320
	Hourly	\$63.54	\$76.25	\$91.50
Electrical Operations Superintendent	30%			
	Bi-weekly	\$3,846	\$5,000	\$6,500
	Hourly	\$48.08	\$62.50	\$81.25
Operations Manager	30%			
	Bi-weekly	\$3,846	\$5,000	\$6,500
	Hourly	\$48.08	\$62.50	\$81.25
Water Operations Director	20%			
	Bi-weekly	\$4,583	\$5,500	\$6,600
	Hourly	\$57.29	\$68.75	\$82.50
GIS Dispatching	40%			
	Bi-weekly	\$2,143	\$3,000	\$4,200
	Hourly	\$26.79	\$37.50	\$52.50
Operations Assistant	40%			
	Bi-weekly	\$2,357	\$3,300	\$4,620
	Hourly	\$29.46	\$41.25	\$57.75
Special Projects	40%			
	Bi-weekly	\$2,214	\$3,100	\$4,340
	Hourly	\$27.68	\$38.75	\$54.25
	Annual	\$57,571	\$80,600	\$112,840

Exhibit "A"
Updated as of 8/2/2019
Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019

Title	% from Mid-pt.	Low	Mid	High
Service Director	20%			
Bi-weekly		\$5,000	\$6,000	\$7,200
Hourly		\$62.50	\$75.00	\$90.00
Annual		\$130,000	\$156,000	\$187,200
Power Director	20%			
Bi-weekly		\$5,000	\$6,000	\$7,200
Hourly		\$62.50	\$75.00	\$90.00
Annual		\$130,000	\$156,000	\$187,200
Broadband Manager	30%			
Bi-weekly		\$2,300	\$3,500	\$4,300
Hourly		\$28.75	\$43.75	\$53.75
Annual		\$70,000	\$91,000	\$118,300

