



# County of Los Alamos

Los Alamos, NM 87544  
www.losalamosnm.us

## Council Meeting Staff Report

November 27, 2018

---

**Agenda No.:** G.  
**Indexes (Council Goals):**  
**Presenters:** Denise Cassel  
**Legislative File:** 11402-18

---

### Title

Amendment to the FY2019 Compensation and Classification Plan Including New Job Description for a Water Systems Supervisor in the Utilities Department.

### Recommended Action

**I move that Council approve the new job description for a Water Systems Supervisor in the Utilities Department and the Amended FY2019 Compensation and Classification Plan reflecting the title, salary grade and FLSA designation for this position.**

### County Manager's Recommendation

The County Manager recommends that Council approve the Amendment to the FY2019 Compensation and Classification Plan and approval of the new Job Description as requested.

### Body

As part of a restructure within the Utilities Department resulting from a retirement, a new job description (Water Systems Supervisor) has been developed to better meet the operational needs of the department and to structure the Water Production group similar to other Utilities groups. Additionally, this new job description will serve as a career ladder for current and future staff. The department plans to fill this position with an internal water system position after a recruitment has taken place, which will result in no increase in FTE. The recommended Water Systems Supervisor job description has been evaluated and has been assigned a grade 124, with a range of \$49,636 to \$73,169, additionally, it has been determined that this position is non-exempt per FLSA.

### Alternatives

Council could choose to not approve the amended plan or could provide alternative direction with respect to the proposed position or job description.

### Fiscal and Staff Impact/Unplanned Item

The total number of positions in the organization remains unchanged. Implementation will require staff time to conduct a recruitment, as well as revisions of the Munis system for the addition of the position.

### Attachments

- A - FY19 Salary Plan - Job Class Order
- B - 675 Water Systems Supervisor job description