

RESOLUTION NO. 23R-11

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
BIGHORN-DESERT VIEW WATER AGENCY
AUTHORIZING CLASSIFICATION RANGE AND STEP FOR
ASSISTANT GENERAL MANAGER AND WATER DISTRIBUTION SUPERVISOR
AND
AMENDING APPENDIX C – RANGE AND STEP SCALE
INCORPORATED BY REFERENCE TO THE EMPLOYEE HANDBOOK**

WHEREAS, on April 12, 2022 the Board of Directors of the Bighorn-Desert View Water Agency adopted Resolution No. 22R-03 setting forth the Employee Handbook which included Appendix C - Range and Step Scale; and

WHEREAS, on June 27, 2023 the Board of Directors authorized the addition of two new job descriptions: Assistant General Manager and Water Distribution Supervisor; and

WHEREAS, on June 27, 2023 the Board of Directors set the Range and Step scale for the Assistant General Manager and Water Distribution Supervisor; and

NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby authorize the modification of the Employee Handbook Appendix C – Range and Step Scale to include the position Assistant General Manager and Water Distribution Supervisor with an effective date of June 27, 2023.

BE IT FURTHER RESOLVED that the updated Employee Handbook Appendix C – Range and Step Scale is hereby incorporated into this Resolution as Attachment A.

BE IT FURTHER RESOLVED that Resolution No. 23R-05 is hereby rescinded and of no further force and effect.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 27th day of June 2023.

By 
John Burkhart, President of the Board

ATTEST,

By 
Megan Close-Dees, Secretary of the Board



Official Seal

DRAFT RESOLUTION NO. 23R-11
 BDVWA EMPLOYEE RANGE AND STEP SCALE
 NEW AGM and WDS POSITIONS

JOB TITLE	RANGE NO	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP J	STEP K	STEP L	STEP M	STEP N
Water Distribution Operator I Accounting Tech. I / Customer Service Rep	1	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82	31.59	32.38	33.19
	Monthly	4,278	4,385	4,495	4,607	4,722	4,840	4,961	5,086	5,212	5,342	5,476	5,613	5,753
	Annually	51,334	52,624	53,934	55,286	56,659	58,074	59,530	61,027	62,546	64,106	65,707	67,350	69,035
Water Distribution Operator II Accounting Tech. II / Customer Service Rep	2	28.38	29.09	29.82	30.57	31.33	32.11	32.91	33.73	34.57	35.43	36.32	37.23	38.16
	Monthly	4,919	5,042	5,169	5,299	5,431	5,566	5,704	5,847	5,992	6,141	6,296	6,453	6,614
	Annually	59,030	60,507	62,026	63,586	65,166	66,789	68,453	70,158	71,906	73,694	75,546	77,438	79,373
Water Distribution Operator III Accounting Tech. III / Customer Service Rep	3	32.64	33.46	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.77	41.79	42.83	43.90
	Monthly	5,658	5,800	5,945	6,094	6,247	6,403	6,562	6,727	6,895	7,067	7,244	7,424	7,609
	Annually	67,891	69,597	71,344	73,133	74,963	76,835	78,749	80,725	82,742	84,802	86,923	89,086	91,312
Water Distribution Lead Accounting Lead	4	37.53	38.47	39.43	40.42	41.43	42.47	43.53	44.62	45.74	46.88	48.05	49.25	50.48
	Monthly	6,505	6,668	6,835	7,006	7,181	7,362	7,545	7,734	7,928	8,126	8,329	8,537	8,750
	Annually	78,062	80,018	82,014	84,074	86,174	88,338	90,542	92,810	95,139	97,510	99,944	102,440	104,998
Water Distribution Supervisor	5	43.16	44.24	45.35	46.48	47.64	48.83	50.05	51.30	52.58	53.89	55.24	56.62	58.04
	Monthly	7,481	7,668	7,861	8,057	8,258	8,464	8,675	8,892	9,114	9,341	9,575	9,814	10,060
	Annually	89,773	92,019	94,328	96,678	99,091	101,566	104,104	106,704	109,366	112,091	114,899	117,770	120,723
Assistant General Manager	6	49.64	50.88	52.15	53.45	54.79	56.16	57.56	59.00	60.48	61.99	63.54	65.13	66.76
	Monthly	8,604	8,819	9,039	9,265	9,497	9,734	9,977	10,227	10,483	10,745	11,014	11,289	11,572
	Annually	103,251	105,830	108,472	111,176	113,963	116,813	119,725	122,720	125,798	128,939	132,163	135,470	138,861

APPENDIX C

BDVWA Employee Handbook

Range & Step Scale Adopted by Resolution No. 23R-11, June 27, 2023

General Manager Salary (Amendment No. 4 - Employment Contract thru 11/2025)	
Salary Adjustment Eff. July 1, 2023 = 0%	Current Salary = \$ 205,712
	w/ 8.7% COLA = \$ 223,600