



**Southeast Metro Stormwater Authority  
2007 Compensation Plan**

Conducted by  
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SEMSWA committed to review the compensation plan in 2007

- Contracted with Eric Marburger (ESM Consulting) and became members of the Mountain States Employers Council (MSEC)
  - Eric conducted the compensation analysis through MSEC



**Process for the compensation review**

- Interviewed each staff member about their position and responsibilities
- Drafted job description and methodology for each classification
  - Job descriptions were reviewed by management and edits made
- Jobs were compared/matched with similar jobs in wages surveys



SEMSWA jobs were compared with similar jobs in the Denver Metro area

- MSEC survey data was reviewed and the average wages being currently paid were analyzed and used to create the salary ranges for SEMSWA.
- Best compensation practices were used to develop the pay structure.



**Recommended Pay Ranges**

SEMSWA Job Title	Recommended Pay Range
Receptionist	\$26,454 to \$36,714
Administrative Assistant	\$34,086 to \$47,229
Administrative Services Supervisor	\$39,469 to \$53,283
Drainage Crew Technician	\$39,469 to \$53,283
Stormwater Inspector	\$42,360 to \$57,197
Drainage Crew Leader	\$47,390 to \$66,346
Stormwater Inspections Supervisor	\$50,342 to \$70,478
Land Development Coordinator	\$53,549 to \$74,969
Remedial Program Manager	\$53,549 to \$74,969
CIP Project Manager	\$83,609 to \$92,233
Program Manager	\$71,346 to \$103,452
Director of Operations	\$83,308 to \$120,796



**Recommended Implementation**

- Ensure that each employee is within the proposed pay range and make any required adjustments.
- Review individual performance, job changes and longevity to ensure that there is internal equity between employees.
  - Occasional adjustments are needed based on individual circumstances



### On-going Maintenance

- On an annual basis, compare SEMSWA positions with the Denver Metro market.
  - This is a relatively simple analysis once the methodology has been established.
- Adjust the pay structure/pay ranges by an amount dictated by market changes.
- Determine how those market changes affect employee compensation



### Options for Changes to Employee Pay

- Pay for Performance
    - All increases are driven by the performance appraisal and vary based on the contribution of the individual employee
  - Market Driven Increases
    - Employees receive an increase that is driven by the market changes
  - Cost of Living Adjustment
    - All employees receive an across the board increase based on external factors affecting the economy
    - Becoming much less common
- A combination of the above



### Next Steps

- Receive Board approval on the recommended pay structure.
- Authorize the Executive Director to make individual salary adjustments within the scope of the pay structure and budget.
- Establish the mechanism for employee pay increases.
- Develop an appropriate employee appraisal instrument to allocate pay and measure performance annually.

