



The Metropolitan District  
water supply · environmental services · geographic information

**DISTRICT BOARD  
MDC TRAINING CENTER  
125 MAXIM ROAD, HARTFORD, CT  
REGULAR MEETING  
MONDAY, OCTOBER 5, 2020 5:30 PM**

**IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER #7B  
THIS MEETING WILL INCLUDE TELEPHONIC ATTENDANCE**

**Dial in #: (415)-655-0001; Access Code: 43808661#**

*The general public is welcome to call into the meeting. Everyone on the call will need to mute their phone to limit background noise disrupting the meeting.*

- 1. MEETING CALLED TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MEETING MINUTES OF SEPTEMBER 2, 2020**
- 4. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**
- 5. REPORT FROM DISTRICT CHAIRMAN**
- 6. REPORT FROM CHIEF EXECUTIVE OFFICER**
- 7. REPORT FROM DISTRICT COUNSEL**
- 8. REFERRAL OF 2021 BUDGET TO BOARD OF FINANCE**
- 9. COMMITTEE ON ORGANIZATION - CONSIDERATION AND POTENTIAL ACTION RE:  
APPOINTMENT OF CITIZEN MEMBER (October 5, 2020)**
- 10. PERSONNEL, PENSION & INSURANCE COMMITTEE - CONSIDERATION AND  
POTENTIAL ACTION RE:**
  - A. APPROVAL OF PENSION PLAN AMENDMENT No. 12 (September 21, 2020)**
  - B. AMENDMENT OF EXEMPT & EXCLUDED JOB DESCRIPTIONS (September 21, 2020)**
- 11. COMMISSIONER COMMENTS & QUESTIONS**
- 12. OTHER BUSINESS**
- 13. ADJOURNMENT**

# Budget Summary

## Revenue & Expenditure Summary

The District's budget for 2021 totals \$204,199,600; a \$7,201,800 or 3.7% increase from the appropriation level adopted in support of 2020 operations and programs. The following table summarizes the Proposed 2021 operating revenues and expenditures for the District's Water and Sewer operations.

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>Water Revenues</u></b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$98,670,800
Other Operating Revenue	5,590,307	6,472,600	6,087,500	6,682,400
Subtotal Operating Revenue	90,820,799	99,856,100	99,469,000	105,353,200
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,211,400
<b>Total Water Revenue</b>	<b>93,108,574</b>	<b>102,138,700</b>	<b>95,514,400</b>	<b>107,564,600</b>
<b><u>Sewer Revenues</u></b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$52,659,600
Revenue for Other Gov't Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,095,400
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Subtotal Operating Revenue	85,067,113	94,859,100	94,684,547	94,535,000
Surplus Designated from Prior Yr.	-	-	-	2,100,000
<b>Total Sewer Revenues</b>	<b>85,067,113</b>	<b>94,859,100</b>	<b>94,684,547</b>	<b>96,635,000</b>
<b>Total Water and Sewer Revenues</b>	<b>\$178,175,687</b>	<b>\$196,997,800</b>	<b>\$190,198,947</b>	<b>\$204,199,600</b>
<b><u>Expenditures</u></b>				
District Board	\$337,040	\$415,500	415,500	415,500
Executive Office	2,771,290	3,022,600	2,508,100	2,983,600
Legal	1,632,256	1,589,800	1,522,800	1,514,100
Information Technology	6,846,226	8,274,200	7,919,300	8,363,600
Finance	6,623,847	7,183,300	6,849,750	7,290,800
Environment, Health & Safety	925,787	954,000	937,900	957,900
Engineering and Planning	1,103,796	1,352,900	1,011,476	1,115,300
Command Center	4,070,460	4,340,600	4,336,600	4,449,000
Operating Office	553,235	697,000	697,000	735,400
Operations	10,598,407	11,000,600	11,000,600	12,275,100
Laboratory Services	1,709,436	1,809,300	1,613,600	1,846,000
Water Pollution Control	15,503,542	17,616,800	16,556,419	17,456,700
Maintenance	10,273,876	11,502,600	11,134,390	12,177,200
Water Treatment & Supply	7,529,917	8,310,200	7,813,606	8,277,500
Patrol	1,420,263	1,672,100	1,594,300	1,519,200
Debt Service	63,767,352	70,293,800	70,042,800	71,204,300
Employee Benefits	28,312,171	31,278,000	31,278,000	34,562,100
General Insurance	4,549,124	5,926,700	5,926,700	6,119,700
Taxes and Fees	3,626,442	3,810,500	3,810,500	3,810,500
Special Agr. and Programs	4,094,360	3,967,300	3,142,879	5,146,100
Contingencies	-	1,980,000	-	1,980,000
<b>Total Water and Sewer Budget</b>	<b>\$176,248,826</b>	<b>\$196,997,800</b>	<b>\$190,112,220</b>	<b>\$204,199,600</b>

# Budget Summary

## Revenue & Expenditure Summary

The following table summarizes the revenues and expenditures for the District's Sewer operations.

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b>REVENUES</b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$52,659,600
Revenue for Other Gov't Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,095,400
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Subtotal	85,067,113	94,859,100	94,684,547	94,535,000
Surplus Designated from Prior Yr.	-	-	-	2,100,000
Total Revenue	<u>\$85,067,113</u>	<u>\$94,859,100</u>	<u>\$94,684,547</u>	<u>\$96,635,000</u>
<b>EXPENDITURES</b>				
District Board	\$165,100	\$203,600	203,600	203,600
Executive Office	1,357,900	1,481,100	1,229,000	1,462,000
Legal	799,800	779,000	746,200	741,900
Information Technology	2,259,300	2,730,500	2,613,400	2,760,000
Finance	3,245,700	3,519,900	3,356,400	3,572,400
Environment, Health & Safety	453,700	467,500	459,500	469,400
Engineering and Planning	540,900	662,900	495,600	546,500
Command Center	1,383,900	1,475,800	1,474,400	1,512,700
Operating Office	271,100	341,500	341,500	360,300
Operations	2,649,600	2,750,100	2,750,100	3,068,800
Laboratory Services	820,500	868,400	774,500	886,100
Water Pollution Control	15,503,542	17,616,800	16,556,419	17,456,700
Maintenance	5,034,200	5,636,200	5,455,800	5,966,800
Debt Service	32,434,622	36,468,600	36,217,600	36,273,700
Employee Benefits	12,740,500	14,075,100	14,075,100	15,552,900
General Insurance	1,364,700	2,370,700	2,370,700	2,447,900
Special Agr. and Programs	1,074,236	1,431,400	1,120,103	1,373,300
Contingencies	-	1,980,000	-	1,980,000
Total Expenses	<u>\$82,099,301</u>	<u>\$94,859,100</u>	<u>\$90,239,922</u>	<u>\$96,635,000</u>

# Budget Summary

## Revenue & Expenditure Summary

The following table summarizes the revenues and expenditures for the District's Water operations.

	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b>REVENUES</b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$98,670,800
Other Operating Revenues	5,590,307	6,472,600	6,087,500	6,682,400
Subtotal	\$90,820,799	\$99,856,100	\$99,469,000	\$105,353,200
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,211,400
Total Revenue	\$93,108,574	\$102,138,700	\$95,514,400	\$107,564,600
<b>EXPENDITURES</b>				
District Board	\$171,940	\$211,900	\$211,900	\$211,900
Executive Office	1,413,390	1,541,500	1,279,100	1,521,600
Legal	832,456	810,800	776,600	772,200
Information Technology	4,586,926	5,543,700	5,305,900	5,603,600
Finance	3,378,147	3,663,400	3,493,350	3,718,400
Environment, Health & Safety	472,087	486,500	478,400	488,500
Engineering and Planning	562,896	690,000	515,876	568,800
Command Center	2,686,560	2,864,800	2,862,200	2,936,300
Operating Office	282,135	355,500	355,500	375,100
Operations	7,948,807	8,250,500	8,250,500	9,206,300
Laboratory Services	888,936	940,900	839,100	959,900
Maintenance	5,239,676	5,866,400	5,678,590	6,210,400
Water Treatment & Supply	7,529,917	8,310,200	7,813,606	8,277,500
Patrol	1,420,263	1,672,100	1,594,300	1,519,200
Debt Service	31,332,730	33,825,200	33,825,200	34,930,600
Employee Benefits	15,571,671	17,202,900	17,202,900	19,009,200
General Insurance	3,184,424	3,556,000	3,556,000	3,671,800
Taxes and Fees	3,626,442	3,810,500	3,810,500	3,810,500
Special Agr. and Programs	3,020,124	2,535,900	2,022,776	3,772,800
Total Expenses	\$94,149,526	\$102,138,700	\$99,872,298	\$107,564,600

Proposed water and sewer revenues for 2021 total \$204,199,600 an increase of \$7,201,800 or 3.7% from the adopted 2020 level. The sewer revenues have increased by \$1,775,900 and the water revenues increased by \$5,425,900.

Description	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
<b><u>WATER REVENUES</u></b>				
Sale of Water	\$85,230,491	\$93,383,500	\$93,381,500	\$98,670,800
Other Operating Revenues	5,590,307	6,472,600	6,087,500	6,682,400
Total Operating Revenues	90,820,799	99,856,100	99,469,000	105,353,200
Non-Operating Revenues	2,287,776	2,282,600	(3,954,600)	2,211,400
Total Other Revenues	2,287,776	2,282,600	(3,954,600)	2,211,400
Total Water Revenues	<b>\$93,108,574</b>	<b>\$102,138,700</b>	<b>\$95,514,400</b>	<b>\$107,564,600</b>
<b><u>SEWER REVENUES</u></b>				
Tax on Member Municipalities	\$48,153,100	\$51,475,700	\$51,475,700	\$52,659,600
Revenue from Other Govt. Agencies	5,514,708	5,566,400	5,566,400	5,566,400
Other Sewer Revenues	14,048,559	17,414,100	17,100,835	15,095,400
Sewer User Charge Revenues	17,350,746	20,402,900	20,541,612	21,213,600
Total Operating Revenues	85,067,113	94,859,100	94,684,547	94,535,000
Designated from Surplus	-	-	-	2,100,000
Total Other Revenues	-	-	-	2,100,000
Total Sewer Revenues	<b>\$85,067,113</b>	<b>\$94,859,100</b>	<b>\$94,684,547</b>	<b>\$96,635,000</b>
Total Water and Sewer Revenues	<b>\$178,175,687</b>	<b>\$196,997,800</b>	<b>\$190,198,947</b>	<b>\$204,199,600</b>

Tax History by Town	2017	2018	2019	2020	2021
Hartford	\$10,963,200	\$11,550,400	\$12,372,000	\$13,135,400	\$13,413,500
East Hartford	\$5,059,400	\$5,486,600	\$5,775,200	\$6,051,600	\$6,189,700
Newington	\$3,752,900	\$4,120,900	\$4,318,900	\$4,639,600	\$4,846,800
Wethersfield	\$3,408,200	\$3,707,800	\$3,979,400	\$4,237,600	\$4,372,400
Windsor	\$3,656,900	\$4,001,500	\$4,274,900	\$4,595,200	\$4,724,500
Bloomfield	\$3,067,100	\$3,256,200	\$3,488,600	\$3,821,000	\$3,487,000
Rocky Hill	\$2,475,800	\$2,712,500	\$2,909,600	\$3,142,400	\$3,292,700
West Hartford	\$9,286,900	\$10,168,100	\$11,034,500	\$11,852,900	\$12,333,000
<b>Total</b>	<b>\$41,670,400</b>	<b>\$45,004,000</b>	<b>\$48,153,100</b>	<b>\$51,475,700</b>	<b>\$52,659,600</b>

Tax Percentage	2017	2018	2019	2020	2021
Hartford	26.31%	25.67%	25.69%	25.52%	25.47%
East Hartford	12.14%	12.19%	11.99%	11.76%	11.75%
Newington	9.01%	9.16%	8.97%	9.01%	9.20%
Wethersfield	8.18%	8.24%	8.26%	8.23%	8.30%
Windsor	8.78%	8.89%	8.88%	8.93%	8.97%
Bloomfield	7.36%	7.24%	7.24%	7.42%	6.62%
Rocky Hill	5.94%	6.03%	6.04%	6.10%	6.25%
West Hartford	22.28%	22.58%	22.93%	23.03%	23.44%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

Installment Date	1/20/2021	4/21/2021	7/21/2021	10/20/2021	Total
Hartford	\$3,283,850	\$3,283,850	\$3,422,900	\$3,422,900	\$13,413,500
East Hartford	1,512,900	1,512,900	1,581,950	1,581,950	6,189,700
Newington	1,159,900	1,159,900	1,263,500	1,263,500	4,846,800
Wethersfield	1,059,400	1,059,400	1,126,800	1,126,800	4,372,400
Windsor	1,148,800	1,148,800	1,213,450	1,213,450	4,724,500
Bloomfield	955,250	955,250	788,250	788,250	3,487,000
Rocky Hill	785,600	785,600	860,750	860,750	3,292,700
West Hartford	2,963,225	2,963,225	3,203,275	3,203,275	12,333,000
<b>Total</b>	<b>\$12,868,925</b>	<b>\$12,868,925</b>	<b>\$13,460,875</b>	<b>\$13,460,875</b>	<b>\$52,659,600</b>

Respectfully Submitted,



John S. Mirtle, Esq.  
District Clerk

**COMMITTEE ON ORGANIZATION  
APPOINTMENT OF COMMISSIONERS TO COMMITTEES**

To: District Board October 5, 2020  
From: Committee on Organization

At a meeting of the Committee on Organization held on October 5, 2020, it was:

**Voted:** That pursuant to the Charter of the Metropolitan District, the Committee on Organization recommends to the District Board the following to serve as Citizen Member to serve until December 31, 2021;

Awet Tsegai – Board of Finance

**Further Voted:** That the Committee on Organization recommends to the District Board the following Commissioner to the following Committee:

**Board of Finance**

Awet Tsegai

Respectfully Submitted,



John S. Mirtle, Esq.  
District Clerk

**AMENDMENT NO. 12 TO THE  
RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

WHEREAS, The Metropolitan District (the "MDC") is the sponsor of the Retirement Plan for Employees of The Metropolitan District (the "Retirement Plan"); and

WHEREAS, the District Board of the MDC has the authority to adopt amendments to the Retirement Plan upon the recommendation of the Personnel, Pension and Insurance Committee of the MDC (the "PPI Committee"); and

WHEREAS, the PPI Committee has recommended to the District Board of the MDC that it adopt an amendment to the Retirement Plan which provides for one-time lump sum cash payments to be made by October 15, 2020, to certain retired participants who are currently receiving annuity payments rather than the one-time lump sum cash payments that were scheduled to have been made to particular Retired Participants by March 15, 2020, but were not made; and

WHEREAS, it is desirable that the District Board of the MDC adopt the amendment to the Retirement Plan recommended by the PPI Committee.

NOW, THEREFORE, BE IT

RESOLVED: That Amendment No. 12 to the Retirement Plan, as recommended by the PPI Committee and in substantially the form presented to this meeting, be and hereby is approved and adopted, together with any modifications that are determined by counsel for the MDC to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the chief executive officer of the MDC or any other officer designated by the chief executive officer be, and each of them hereby is, authorized and empowered, for and on behalf of the MDC, to execute Amendment No. 12 to the Retirement Plan and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,



John S. Mirtle, Esq.  
District Clerk



**AMENDMENT NO. 12 TO THE  
RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

WHEREAS, The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, previously adopted Amendment No. 11 to the Retirement Plan for Employees of The Metropolitan District (the "Plan"), effective January 1, 2020, and

WHEREAS, said Amendment No. 11 to the Plan provided for one-time lump sum cash payments to be made to certain Retired Participants by March 1, 2020, pursuant to Appendix D of the Plan, and

WHEREAS, these one-time lump sum cash payments were not made, and

WHEREAS, The Metropolitan District now wants to have one-time lump sum payments made from the Plan to particular Retired Participants in place of the one-time lump sum cash payments that were to have been made to certain Retired Participants by March 1, 2020,

NOW, THEREFORE, The Metropolitan District has adopted this Amendment No. 12 to the Plan in order to revise Appendix D of the Plan as follows, effective as of January 1, 2020:

1. The Plan shall be amended by deleting Appendix D thereto and substituting therefor the following new Appendix D:

**"2020 ONE-TIME PAYMENTS - APPENDIX D**

Section D.1. A Retired Participant who is receiving annuity payments from the Plan in August 2020 pursuant to which his or her total, monthly gross payments are less than \$1,500 shall receive a one-time lump sum cash payment equal to \$1,000, provided that he or she first became a Retired Participant prior to January 1, 1999.

Section D.2. Each one-time lump sum cash payment that is to be made under this Appendix D shall be distributed to the appropriate Retired Participant no later than October 15, 2020. When determining whether a Retired Participant is receiving annuity payments from the Plan for purposes of this Appendix D, payments under any form of annuity permitted under the Plan shall be recognized. A lump sum payment shall be made to a Retired Participant under this Appendix D irrespective of an annuity form of payment being in effect with respect to his or her Plan benefit."

Witness

\_\_\_\_\_

THE METROPOLITAN DISTRICT

By \_\_\_\_\_

Title:

Date:

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
JOB SPECIFICATION CHANGES  
CONTROLLER POSITION**

To: District Board

October 5, 2020

From: Personnel, Pension and Insurance Committee

The *Controller* job specification was approved on November 9, 2015. It is a very critical position in the Finance Department hierarchy.

We have a current vacancy and are recommending the indicated changes to facilitate a more specific recruiting effort. The position valuation is not affected (EE18, with a range of \$ 118,190.51 to \$ 153,647.68).

Staff is recommending the indicated specification word changes with no valuation change.

At a meeting of the Personnel, Pension and Insurance Committee held on September 21, 2020, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the *Controller* Job Specification wording be changed as indicated on the attached specification with no change to the salary allocation.

Respectfully Submitted,



John S. Mirtle, Esq.  
District Clerk

**Code:**  
**Employee Group: E&E**  
**FLSA Status: Exempt**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           CONTROLLER**

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**JOB SUMMARY**

The purpose of this classification is to perform professional level work overseeing the management of and responsibility for budgeting, capital improvement planning, accounts payable, procurement, payroll, financial reporting, cost accounting, grant management, strategic planning and continuous process improvements, and annual audits. Acts as the leader in comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, and must ensure that the organization is following all relevant accounting principles and standards.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans, directs and coordinates all District accounting functions through the planning and ~~implementing~~ **implementation** of goals and objectives for the areas of general accounting, payroll, accounts payable, and external financial reporting.
- Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Identifies, implements and maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards.
- Coordinates the preparation of internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for the assessing current accounting

operations, offering recommendations for improvement and the ~~implementing~~ **implementation** of new processes.

- Coordinates the activities of the external auditors and manages any financial system upgrades for the District. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- Develops, maintains and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.
- Performs other duties as required.

### **SUPERVISION RECEIVED**

~~Works under the general direction of the Director of Finance.~~ **Works under the general direction of the Director of Finance/Chief Financial Officer.**

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting with a minimum of ten (10) years of progressively responsible experience, including three (3) years of supervisory and/or managerial experience in accounting, finance, and auditing functions for an organization; Practical experience is not an acceptable substitute for degree requirement.

**Preferred Qualifications: Public accounting experience and/or Master's in Accounting. Governmental accounting experience with prior work experience in a state, municipality, or utility. Acceptable candidate has working knowledge and understanding of GASB rules along with principles of fund accounting and cost accounting. Enterprise Resource Planning (ERP) System experience a plus with SAP experience and skills preferred. Relevant education, experience, skills, managerial/supervisory ability, and performance aptitudes as reflected in the position's job specification.**

**The MDC seeks to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are strongly encouraged to apply. The selected candidate will undergo an internal background check.**

### **SPECIAL REQUIREMENTS**

~~Must be a Certified Public Accountant.~~ **Certified Public Accountant is preferred.**

~~MBA preferred.~~

## PERFORMANCE APTITUDES

**Data Utilization**: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction**: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning**: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability**: Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
CHANGES TO CLASSIFICATION SYSTEM  
PROFESSIONAL ASSOCIATE**

To: District Board

October 5, 2020

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the *Professional Associate* classification. A copy of the proposed Specification is attached. The proposed salary allocation of EE03 (range of \$ 59,405.48 to \$ 71,286.58).

This proposed classification will be used to attract talented college graduates who can be developed for career path advancement with the District.

In this role, new associates may be moved throughout the organization to gain wide-ranging knowledge of our operations and functions. We have currently an array of Professional Level Trainees assigned to Finance, Administration and Human Resources. If this new classification is approved, we will assess each of the Professional Level Trainees to determine if they can be advanced to this new level.

At a meeting of the Personnel, Pension and Insurance Committee held on September 21, 2020, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Classification System be amended to include a Professional Associate classification allocated to EE03 salary (copy of job specification attached).

Respectfully Submitted,



John S. Mirtle, Esq.  
District Clerk

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:                      PROFESSIONAL ASSOCIATE**

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**PURPOSE OF CLASSIFICATION**

The Professional Associate position is intended to provide employees with an ongoing mechanism to enhance their skills and knowledge in engineering, accounting and human resources fields that can lead to mastery of their current job.

The Professional Associate participates in the comprehensive development related to the department. The training and development program create a career development path for job enhancement and job opportunities. Successful completion of the Professional Level Trainee Program establishes that the employee has mastered the skills, knowledge, and competencies necessary for the Professional Associate position.

The Professional Associate must have working knowledge of the assigned department's policies and procedures and a full understanding of the department's essential functions. Professional Associates must have the ability to work independently at the professional level with minimal supervision. The Professional Associate may be required to work cross functionally and/or rotate through key areas of the organization.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Works under the supervision of higher staff to:

- Ability to build relationships with key stakeholders.
- Assist in the implementation and organization of office operations and procedures.
- Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted administrative practice.
- Responsible for implementing and promoting activities that enhance operational procedures.
- Ability to utilize computer software; Microsoft Word, Excel, PowerPoint and SAP. Understand and monitor compliance with related policies and procedures.



- Assist in the planning, organizing and scheduling of meetings and appointments.
- Coordinates programs, projects and events related to the department's function.
- Composes routine and specialized correspondence.
- Assist in preparing department reports.
- Communicate department related information to members of the organization.
- Responsible for creating PowerPoint slides and making presentations.
- Perform review and analysis of special projects and keep management properly informed.
- Determine current trends and provide a review to management to act on.

### **MINIMUM QUALIFICATIONS**

Possession of a Bachelor or Master's Degree in a field related to the work performed by the hiring department. Must have a valid driver's license.

### **PREFERRED QUALIFICATIONS**

#### **Engineering**

One to two years of work experience performing engineering duties. Performs routine entry level engineering tasks. Contributes to the department of engineering plans and designs. Investigates and analyzes new materials, equipment, and engineering practices. Prepares engineering calculations, estimates, statistics, and minor designs. Estimate costs for projects. Analyzes quotes for bids to assist senior engineers, and performs equipment and materials test studies.

#### **Human Resources**

One to two years of work experience performing human resources duties. Reporting skills, administrative writing skills, verbal communication, recruitment, record maintenance, and payroll processing. Provide clerical support to all employees. Proficiency using HR systems. Ability to perform data analysis by using standard reports and/or by creating reports. Knowledge of policies, procedures and business processes. Verbal and written communication skills. Proficiency with Microsoft Windows applications. Ability to effectively interact with all employee levels and people with diverse backgrounds.

#### **Business Administration**

One to two years of work experience performing accounting duties. Knowledge of accounting and auditing principles and practices. PC proficient and advanced skills with MS Office, especially Excel. Ability to prepare work products effectively using formulas, graphs, charts, and functions including Microsoft Office Products to sort, merge, and analyze information. Ability to extract, manipulate, organize, perform arithmetical computations and analysis of financial data from accounting systems.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Oral and written communication skills; ability to acquire knowledge and skills required for the target classification.
- Ability to understand, evaluate and solve problems by exercising judgement and logic.
- Ability to demonstrate active listening skills.
- Ability to ask the right questions to size up situations.
- Ability to convey ideas confidently in group settings.
- Ability to read, interpret and understand written material.
- Ability to perform basic arithmetical computations.
- Ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.
- Ability to utilize computer software.
- Ability to pursue improvement opportunity.
- Demonstrate effective problem-solving skills.
- Knowledge of MDC operations, projects, and services.
- Knowledge of business English.
- Knowledge of various communications systems.
- Proficiency in typing;
- Ability in oral communications and good ability in written communications.
- Ability to follow oral and written instructions.
- Ability to perform administrative procedures.
- Ability to learn the operations of the assigned department.
- Ability to establish and maintain effective working relationships with coworkers, customers and the general public.
- Ability to calculate monetary charges.