



**HUMAN RESOURCES
DEPARTMENT
City of Burlington**

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To: Board of Finance

From: Susan Leonard, Director of Human Resources

Date: January 17, 2012

Re: Burlington Electric Department Compensation – Manager of Operations & Distribution Superintendent

Attached please find a letter from General Manager Grimes explaining the request to implement the Market Adjustments recommended by the May 2009 Sadowski Report to these two positions.

I agree with the request by General Manager Grimes and implementing the recommended (plus aging) salary ranges for these positions. The primary reason is the inability to recruit a qualified Distribution Superintendent. Implementation of the new range for the Distribution Superintendent will have the effect of placing this range where it would likely exceed that of the Manager of Operations. This effect is not desirable and not recommended; hence, the request to implement the recommendations for both positions.

The current ranges are:

Manager of Operations; \$68,951- \$113,034; current salary \$113, 034;

Distribution Superintendent; \$46,788 - \$76,704; (currently vacant)

The recommended ranges which include Cost of Living Adjustments through FY12 are:

Manager of Operations; \$95,928 - \$149,222; suggested placement in this new range would be an increase of 5%, which is consistent with the policy for receiving a promotion or \$118,685;

Distribution Superintendent; \$79,940 - \$90,599, new hire placement is at the discretion of the General Manager.

Thank you for your consideration.

BURLINGTON



DEPARTMENT

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MEMORANDUM

TO: Mayor Bob Kiss, Mayor
Susan Leonard, Director of HR

FROM: Barbara L. Grimes, GM – BED

RE: Salary Adjustment

DATE: 1/9/12

I am asking to have the position of Manager of Operations and the position of Distribution Superintendent to have a market adjustment.

For two years, since the former Distribution Superintendent retired, we have been actively advertising for a replacement. To date, while we have had only a few even speak to us, in the end all persons have indicated that they would not move forward without an increased salary range. In these two years, the Manager of Operations has been doing both jobs and it is taking a toll on his well being.

We discussed, "Could we look at reviving a lesser cost position – General Foreman – but that is a union position and the Superintendent does both evaluations and discipline if necessary so that would not work. Operationally the Manager has made a number of decisions to be more efficient and has revised a number of working practices to better serve our customers and no increase in cost and in some cases less cost.

I appreciate your consideration.

RECEIVED

JAN 12 2012

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