

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
AUGUST 19, 2014 AGENDA**

Subject:	Type:	Submitted By:
CLASSIFICATION AND COMPENSATION STUDY	RESOLUTION ORDINANCE RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR/ DIRECTOR OF COMMUNITY SERVICES

SYNOPSIS

In accordance with the Pay for Performance Compensation policy, a periodic review of comparable wages, i.e. a classification and compensation study has been completed. Council is being asked to accept the study by a simple motion.

FISCAL IMPACT

The FY15 Budget contains funding for the salary recommendations in the classification and compensation study.

RECOMMENDATION

Acceptance.

BACKGROUND

Several years ago the strategic plan adopted by the Mayor and City Council identified implementing standards of excellence for the administration of city services as part of its vision and priority. One of the key objectives to achieving that goal was to assure the recruitment and retention of city staff through competitive compensation which is guided by the results of a wage and benefit survey.

In 2008/2009 a Classification and Compensation Study was done with a goal of establishing and maintaining an equitable, comparable and non-discriminatory wage and salary structure for the City. In the fall of 2009 the City adopted the salary structure recommended in the study and implemented a Pay for Performance compensation system. The associated policy governing this system calls for periodic compensation studies to be conducted to ensure the City's wages stay comparable.

An updated study was finalized in March 2014. Generally speaking, the study would indicate that the City's base factor increases and salary range adjustments over the last five years have kept us very comparable in the market. The City uses an 80% figure for comparison purposes, meaning that when the average of the survey respondents is calculated for each position, that figure is multiplied by 80% and then compared to La Vista's average salary for that position. Accordingly, as we looked at the current study results and the background data (number of survey respondents for a particular position and job match), there are only two recommendations for changes.

Code Enforcement Officer (one position) –While the current wage now comes close to the 80% average, La Vista's range is significantly lower than the average ranges. There were seven comparables for this position

and while one was a health inspector, this is still a good number for comparison. (Recommendation: Change La Vista's range to be more in line with the average of the selected (proposed range of \$16.42 - \$21.50). This would result in a two cent per hour increase to bring our current position to the minimum of the new range. Total annual cost \$41.60.)

Custodian Part Time (one position) – This position is currently \$1.46 below the 80% average. There were a significant number of comparables (9), but again difficult to tell whether they are all part time. (Recommendation: Change La Vista's range to be more in line with the average of all respondents (proposed range \$10.99 - \$14.50). This would result in a \$1.30 per hour increase to bring our current position to the minimum of the new range. Total annual cost \$2,704.00.)

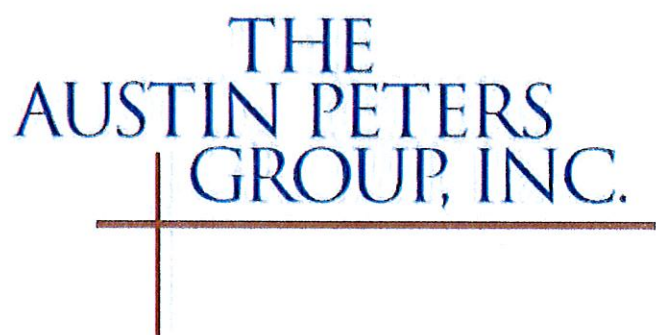
If the proposed recommendations are approved, the necessary changes would be made effective at the start of the new fiscal year, October 1, 2014.



March 2014

July 27, 2013

**Elizabeth Tatarko, Vice President
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Executive Summary

The governing body approved engagement of The Austin Peters Group, Inc. (APG) in 2013 to provide a market study update for up to 35 positions, however 50 positions were surveyed in total for the City of La Vista.

The specific findings of the study are:

- Consider market adjustments for July 1, 2013 for positions identified as behind or below the market.
- Continue moving the pay ranges annually as the City has been in the past.

I. Background and Introduction

City of La Vista engaged the services of The Austin Peters Group, Inc., based in Overland Park, Kansas to conduct a market analysis of benchmark positions and to provide recommendations of findings.

II. Methodology and Process

Collection of Salary and Benefit Data

For all positions (except City Administrator, Assistant City Administrator, and Department Heads), the salary and benefit study data was collected from the following benchmark sources: Beatrice, Bellevue, Columbus, Council Bluffs, Fremont, Kearney, Lexington, Norfolk, Omaha, Papillion, York; Douglas County and Sarpy County; and the State of Nebraska, and Employer Survey by the State of Nebraska for the state and for Omaha region (see Table 1). All data was either current as of July 1, 2013 or aged forward.¹ These respondents represented the **ALL Respondents** group for all positions (with the exception of the City Administrator, Assistant City Administrator, and Department Heads). Additional analysis was done with **SELECTED Respondents** which represented the CIR Standard where no city was included that was half of La Vista's population nor twice the size of population. The Selected Respondents group for all employees included the following cities: Papillion, Columbus, Fremont, Kearney, Lexington, Norfolk, and York (see Table 1). A total of 50 positions were surveyed.

An additional survey was done for the City Administrator/Manager, Assistant City Administrator/Manager and Department Heads. The cities selected for the survey were based on geography and urban proximity, population size, median household income, median value of house, land size, growth rates, and location of an Interstate. The four states included in the study were Nebraska, Kansas, Iowa, and Missouri. The urban areas were Omaha, Kansas City, Des Moines, and St. Louis. The **SELECTED** Respondent cities included: Bellevue, NE, Belton, MO, Clive, IA, Council Bluffs, NE, Gardner, KS, Gladstone, MO, Kirkwood, MO, Merriam, KS, Mission, KS, Papillion, NE, Prairie Village, KS, and Waukee, IA. The analysis of data includes both **ALL Respondents** and **SELECTED Respondents** (see Table 1).

¹ Adjusted 2.25% for the State of Nebraska and 1.3% according to ERI Salary Increase Survey for Omaha Metropolitan area.

City of La Vista, NE – Market Update Results July 27, 2013

Table 1. Respondents to surveys by position.

Respondent/ Data Source	ALL La Vista Positions (except City Admin, Asst City Admin, & Dept Heads)	SELECTED La Vista Positions (except City Admin, Asst City Admin, & Dept Heads)	ALL La Vista City Admin, Assist City Admin, & Dept Heads	SELECTED La Vista City Admin, Assist City Admin, & Dept Heads
Bellevue, NE	X		X	X
Belton, MO			X	X
Clive, IA			X	X
Council Bluffs, IA	X		X	X
Gardner, KS			X	X
Gladstone, MO			X	X
Kirkwood, MO			X	X
Merriam, KS			X	X
Mission, KS			X	X
Papillion, NE	X	X	X	X
Prairie Village, KS			X	X
Waukee, IA			X	X
Columbus, NE	X	X	X	
Fremont, NE	X	X	X	
Kearney, NE	X	X	X	
Lexington, NE	X	X	X	
Norfolk, NE	X	X	X	
Omaha, NE	X		X	
York, NE	X	X	X	
Douglas County, NE	X		X	
Sarpy County, NE	X			
State of Nebraska	X			
Employer Survey Statewide	X			
Employer Survey Omaha	X			

II. Findings Background

Market Determination

The determination of the appropriate market is based on three factors: 1) occupation (similar jobs or positions that require similar knowledge, skills and abilities); 2) geography (the distance that people are willing to commute to work); and 3) industry (competing with employers that have a similar product line). With regard to occupation, the comparisons selected here are direct one-to-one matches for positions. In the survey conducted most positions had an occupation match, which means that across organizations the titles and positions carry similar degrees of knowledge, skills, and ability. The second factor in determining the market is geography and the distance that people are willing to commute to work. The third element is competition with employers who have a similar product line. In this case, this would include other full service cities or close by communities that have a similar service.

III. Summary of Findings

Details for each position may be found in Appendix 1 and the market survey instrument may be found in the Appendix 2. Where there were three or fewer responses, no charts were provided because of lack of data. In Appendix 1, each position has an average for ALL Respondents and SELECTED Respondents, as well as the 80% reference point for each position.

It appears that cities and counties are being more aggressive this year in compensation. This may be a result of a rebound from the downturn in the economy. APG found in surveying peer cities and counties that the average increase for 2013 will be 5.06% for their employees [this figure does include a COLA (Cost of Living Adjustment), merit increases, and step adjustments]. A few cities noted that employees who are topped out on the pay scale do not receive this adjustment, only a COLA. Also some cities had employees under different pay scale systems, for example merit or a step system. Finally, a few cities also noted that even a step increase is now based on good performance.

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Table 2. Increases by **ALL Respondents** for all positions (except City Administrator, Assistant City Administrator, and Department Heads survey)

Respondent	COLA	Merit	Step	Total Increase Available
Beatrice	2.00%	2.50%		4.50%
Bellevue	N/A	N/A	N/A	
Columbus		Yes (All increases based on performance)	4.05%	4.05%
Douglas County	1.40%		4.90%	6.30%
Fremont		No	No Decision	
Kearney	3.00%	No	4.00% (Plan A 5% - Plan B 3%)	7.00%
Lexington	N/A	N/A	N/A	
Norfolk	1.90%	YES (All increases based on performance)	5.00% for those not at the top	6.90%
Omaha	No	N/A	YES (varies)	
Papillion	3.00%	3.00%		6.00%
Sarpy County	N/A	N/A	N/A	
State of Nebraska	2.25%			2.25%
York			3.50%	3.50%
Total or Average	6 YES	4 YES	6 YES	5.06%

City of La Vista, NE – Market Update Results July 27, 2013

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Table 3. City Administrator and Assistant City Administrator. Average of ALL Respondents (only Selected Cities in Table 3 were asked all of the questions regarding compensation - car, phone, travel, etc..)

City	City Administrator or Manager	Assistant City Administrator or Manager	Car/Mo	Phone	Travel Fund	Professional Dues	Retirement	Any other	Yrs in Position
Bellevue	\$ 126,788	\$ 77,500	YES	YES		YES (ICMA, NEDA, NCMA)	YES (6%)	Laptop	2
Belton	\$ 120,007	\$ 91,463	YES (500)						25
Clive	\$ 156,510		YES (400)	YES				Life Ins/Ret Bonus	
Council Bluffs	\$ 95,000		YES	YES	YES	YES	YES		20
Gardner	\$ 124,000		YES (500)	YES		YES (ICMA)	YES (5%)	Tablet	1
Gladstone	\$ 129,664	\$ 106,633	YES						23
Kirkwood	\$ 156,463	\$ 109,000	YES	YES	YES	YES (1500)	YES		32
Merriam	\$ 121,769	\$ 82,992	YES (488)	YES	YES	YES	YES		5
Mission	\$ 120,604	\$ 109,394	YES (300)	YES	YES	YES	YES		1
Papillion	\$ 129,958	\$ 100,006	YES (224)	YES		YES	YES (8%)		11
Prairie Village	\$ 127,376	\$ 101,141	YES (450)				YES (5%)		6
Waukegan	\$ 134,000		YES (400)						1
Columbus	\$ 106,850								
Douglas County	\$ 142,584	\$ 103,501							
Fremont	\$ 125,861	\$ 108,722							
Kearney	\$ 168,730	\$ 77,210							
Lexington		\$ 71,198							
Norfolk	\$ 117,146								
Omaha	\$ 103,563	\$ 112,486							
York	\$ 108,451								
Average ALL	\$ 125,751	\$ 98,389	N/A	N/A	N/A	N/A	N/A	N/A	11
La Vista	\$ 128,398	\$ 99,507	300			Yes	6%	Longevity - 4%	8

Table 4. City Administrator and Assistant City Administrator. Average of SELECTED Respondents

City	City Administrator or Manager	Assistant City Administrator or Manager	Car/Mo	Phone	Travel Fund	Professional Dues	Retirement	Any other	Yrs in Position
Bellevue	\$ 126,788	\$ 77,500	YES	YES		YES (ICMA, NEDA, NCMA)	YES (6%)	Laptop	2
Belton	\$ 120,007	\$ 91,463	YES (500)						25
Clive	\$ 156,510		YES (400)	YES				Life Ins/Ret Bonus	
Council Bluffs	\$ 95,000		YES	YES	YES	YES	YES		20
Gardner	\$ 124,000		YES (500)	YES		YES (ICMA-RC)	YES (5%)	Tablet	1
Gladstone	\$ 129,664	\$ 106,633	YES						23
Kirkwood	\$ 156,463	\$ 109,000	YES	YES	YES	YES (1500)	YES		32
Merriam	\$ 121,769	\$ 82,992	YES (488)	YES	YES	YES	YES		5
Mission	\$ 120,604	\$ 109,394	YES (300)	YES	YES	YES	YES		1
Papillion	\$ 129,958	\$ 100,006	YES (224)	YES		YES	YES (8%)		11
Prairie Village	\$ 127,376	\$ 101,141	YES (450)				YES (5%)		6
Waukee	\$ 134,000		YES (400)						1
Average SELECTED	\$ 128,512	\$ 97,266	YES - 100% (408 ave)	YES - 67%	YES - 33%	YES - 58%	YES - 67% (6% ave)	YES - 25%	11.55
La Vista	\$ 128,398	\$ 99,507	YES (300)			YES	YES (6%)	YES (Longevity - 4%)	8

Table 5. City Administrator and Assistant City Administrator. Demographic/Geographic/Economic Indicators for ALL Respondents.

City	Population (April 1, 2010)*	% Pop Change (April 1 2010 to July 2012)*	Median Household Income (2007- 2011)*	Median Value of Housing (2007- 2011)*	Interstate Location	Land Area (per sq miles) (2010)*	Mean Travel time to Work (2007- 2011)*
*Source of Data: U.S. Census Bureau Quick Facts (last revised 6/13/13)							
Bellevue	52,604	3.1	\$ 58,053	\$ 137,700	No	15.85	19.6
Belton	23,244	0.6	\$ 49,961	\$ 117,900	Yes	14.25	24.3
Clive	16,220	5.1	\$ 101,875	\$ 229,700	Yes	7.59	17.9
Council Bluffs	62,115	-0.2	\$ 42,844	\$ 112,200	Yes	40.97	18.4
Gardner	20,318	6.2	\$ 65,397	\$ 160,800	Yes	10.12	24
Gladstone	25,931	2.1	\$ 51,478	\$ 138,600	Yes	8.05	21.8
Kirkwood	27,553	na	\$ 74,088	\$ 232,900	Yes	9.16	19.7
Merriam	11,174	1.6	\$ 52,668	\$ 157,500	Yes	4.32	18.4
Mission	9,467	1.5	\$ 48,450	\$ 164,800	Yes	2.67	19.8
Papillion	20,785	8.1	\$ 69,873	\$ 165,900	No	6.45	20.4
Prairie Village	21,789	1.5	\$ 81,343	\$ 207,600	No	6.2	19
Waukelee	15,931	15.3	\$ 80,863	\$ 191,200	Yes	12.97	21.2
Columbus	22,509	1.7	\$ 48,551	\$ 110,000	No	9.85	14.1
Douglas County	531,265	2.7	\$ 52,929	\$ 142,400	Yes	328.46	18.5
Fremont	26,167	-0.9	\$ 44,154	\$ 115,000	No	8.8	16.1
Kearney	31,790	3.2	\$ 47,399	\$ 134,200	Yes	12.77	13.2
Lexington	10,213	-0.2	\$ 42,540	\$ 84,700	Yes	4.5	13.4
Norfolk	24,332	0.5	\$ 38,840	\$ 104,300	No	10.69	13.8
Omaha	421,570	2.9	\$ 46,978	\$ 132,700	Yes	127.09	17.8
York	7,845	1	\$ 46,318	\$ 92,500	Yes	5.75	11.7
Average ALL	75,927	3	\$ 54,983	\$ 143,959		36	18
La Vista	17,344	8.4	\$ 59,379	\$ 143,000	Yes	4.28	18.8

Table 6. City Administrator and Assistant City Administrator. Demographic/Geographic/Economic Indicators for SELECTED Respondents

City	Population (April 1, 2010)*	% Pop Change (April 1 2010 to July 2012)*	Median Household Income (2007- 2011)*	Median Value of Housing (2007- 2011)*	Interstate Location	Land Area (per sq miles) (2010)*	Mean Travel time to Work (2007- 2011)*
Bellevue	52,604	3.1	\$ 58,053	\$ 137,700	NO	15.85	19.6
Belton	23,244	0.6	\$ 49,961	\$ 117,900	YES	14.25	24.3
Clive	16,220	5.1	\$ 101,875	\$ 229,700	YES	7.59	17.9
Council Bluffs	62,115	-0.2	\$ 42,844	\$ 112,200	YES	40.97	18.4
Gardner	20,318	6.2	\$ 65,397	\$ 160,800	YES	10.12	24
Gladstone	25,931	2.1	\$ 51,478	\$ 138,600	YES	8.05	21.8
Kirkwood	27,553	na	\$ 74,088	\$ 232,900	YES	9.16	19.7
Merriam	11,174	1.6	\$ 52,668	\$ 157,500	YES	4.32	18.4
Mission	9,467	1.5	\$ 48,450	\$ 164,800	YES	2.67	19.8
Papillion	20,785	8.1	\$ 69,873	\$ 165,900	NO	6.45	20.4
Prairie Village	21,789	1.5	\$ 81,343	\$ 207,600	NO	6.2	19
Wauke	15,931	15.3	\$ 80,863	\$ 191,200	YES	12.97	21.2
Average SELECTED	25,594	4.1	\$ 64,741	\$ 168,067	YES - 75%	11.55	20.4
La Vista	17,344	8.4	\$ 59,379	\$ 143,000	Yes	4.28	18.8

Table 8. Department Heads - Average of ALL Respondents

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City	City Clerk	Comm Dev Director	Bldg & Grnds Director	Finance Director	Library Director	Police Chief	Public Works Director	Recreation Director
Bellevue	\$ 38.78	\$ 35.09		\$ 46.15	\$ 34.89	\$ 48.99	\$ 47.53	\$ 33.60
Belton		\$ 43.97		\$ 39.84		\$ 48.83	\$ 40.83	\$ 37.92
Clive	\$ 56.80	\$ 57.11	\$ 57.02		\$ 55.47	\$ 53.66	\$ 57.02	\$ 57.11
Council Bluffs	\$ 32.70	\$ 48.41	\$ 35.37	\$ 34.00		\$ 48.41	\$ 48.41	\$ 35.37
Gardner		\$ 45.67		\$ 44.20		\$ 47.12	\$ 46.64	\$ 46.14
Gladstone	\$ 26.25	\$ 51.26		\$ 41.77		\$ 46.10	\$ 46.10	\$ 41.77
Kirkwood				\$ 43.98		\$ 50.35	\$ 50.35	\$ 50.35
Merriam	\$ 49.99	\$ 45.45		\$ 45.44		\$ 47.71	\$ 45.44	\$ 45.44
Mission	\$ 31.63	\$ 48.10		\$ 52.59	\$ 49.25	\$ 52.59	\$ 47.70	\$ 42.10
Papillion	\$ 29.52	\$ 44.12		\$ 43.26	\$ 32.12	\$ 50.39	\$ 45.99	\$ 39.66
Prairie Village	\$ 33.58			\$ 46.71		\$ 54.82		
Waukee								
Columbus	\$ 26.01			\$ 44.27	\$ 30.48	\$ 44.27	\$ 38.93	
Douglas County			\$ 51.89	\$ 53.24				
Fremont	\$ 29.10			\$ 41.94	\$ 32.09	\$ 41.94	\$ 44.04	\$ 26.40
Kearney	\$ 40.93		\$ 32.06	\$ 54.84	\$ 40.93	\$ 48.24	\$ 47.37	\$ 37.12
Lexington	\$ 25.02			\$ 31.25	\$ 25.02	\$ 38.06	\$ 31.25	\$ 25.02
Norfolk	\$ 30.96			\$ 46.27	\$ 26.74	\$ 44.17	\$ 50.80	
Omaha	\$ 45.32	\$ 37.46			\$ 64.56			\$ 35.05
Sarpy County		\$ 38.50	\$ 35.65					
York	\$ 30.47			\$ 29.07	\$ 27.01	\$ 40.85	\$ 43.97	\$ 31.26
Average ALL	\$ 35.14	\$ 45.01	\$ 42.40	\$ 43.46	\$ 38.05	\$ 47.44	\$ 45.77	\$ 38.95
Average SELECTED	\$ 37.41	\$ 46.58	\$ 46.20	\$ 43.79	\$ 42.93	\$ 49.91	\$ 47.60	\$ 42.95
La Vista	\$ 41.75	\$ 44.35	\$ 39.42	\$ 42.64	\$ 41.35	\$ 52.50	\$ 49.51	\$ 39.95
80% of Selected	\$ 29.93	\$ 37.26	\$ 36.96	\$ 35.03	\$ 34.34	\$ 39.93	\$ 38.08	\$ 34.36
80% of All	\$ 28.11	\$ 36.01	\$ 33.92	\$ 34.77	\$ 30.44	\$ 37.95	\$ 36.62	\$ 31.16

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Appendix 1.

	Accounting Clerk (Administration)	Min	Max	Actual/Ave
Average All		14.84	20.19	17.99
Average Selected		14.51	17.42	17.79
La Vista		14.65	19.02	19.03
			80% of Selected	14.24
			80% of All	14.40
	Administrative Assistant (Fire)	Min	Max	Actual/Ave
Average All		15.85	21.54	19.29
Average Selected		16.39	22.86	20.97
La Vista		14.65	19.02	18.92
			80% of Selected	16.78
			80% of All	15.43
	Assistant Golf Course Superintendent (Public Works)	Min	Max	Actual/Ave
Average All		19.58	26.46	24.30
Average Selected		18.04	24.60	23.73
La Vista		16.03	20.81	17.95
			80% of Selected	18.98
			80% of All	19.44
	Assistant Recreation Director - (Recreation)	Min	Max	Actual/Ave
Average All		23.92	33.67	23.92
Average Selected		23.92	33.67	23.92
La Vista		24.42	31.71	25.65
			80% of Selected	19.14
			80% of All	19.14
	Assistant to City Administrator (Administration)	Min	Max	Actual/Ave
Average All		21.36	30.82	26.51
Average Selected		N/A	N/A	N/A
La Vista		27.06	35.15	27.60
			80% of Selected	N/A
			80% of All	21.21

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	Building Inspector II (Community Development)	Min	Max	Actual/Ave
Average All		19.44	26.37	24.84
Average Selected		19.04	26.05	24.31
La Vista		19.45	25.26	20.74
			80% of Selected	19.45
			80% of All	19.87
	Chief Building Official (Community Development)	Min	Max	Actual/Ave
Average All		25.46	34.95	30.94
Average Selected		24.53	34.58	30.68
La Vista		24.42	31.71	30.79
			80% of Selected	24.55
			80% of All	24.75
	Circulation Clerk I Part Time (Library)	Min	Max	Actual/Ave
Average All		12.27	16.17	14.25
Average Selected		11.05	14.58	13.19
La Vista		9.27	12.04	9.66
			80% of Selected	10.55
			80% of All	11.40
	City Clerk (Administration)	Min	Max	Actual/Ave
Average All		24.68	33.39	30.63
Average Selected		24.13	33.61	29.77
La Vista		35.53	45.35	41.75
			80% of Selected	23.82
			80% of All	24.51
	City Engineer/Asst Public Works Director (Public Works)	Min	Max	Actual/Ave
Average All		33.42	45.29	41.87
Average Selected		32.01	44.13	41.58
La Vista		37.81	48.14	41.82
			80% of Selected	33.26
			80% of All	33.50

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	Code Enforcement Officer (Police)	Min	Max	Actual/Ave
Average All		16.67	23.06	20.93
Average Selected		16.42	22.65	20.74
La Vista		14.65	19.02	16.00
			80% of Selected	16.59
			80% of All	16.74
	Custodian Part Time (Buildings & Grounds)	Min	Max	Actual/Ave
Average All		10.99	15.10	13.94
Average Selected		11.51	15.70	14.51
La Vista		9.27	12.04	9.69
			80% of Selected	11.61
			80% of All	11.15
	Deputy City Clerk/Office Manager (Administration)	Min	Max	Actual/Ave
Average All		20.41	26.57	24.44
Average Selected		14.65	19.77	18.81
La Vista		20.72	26.91	23.81
			80% of Selected	15.05
			80% of All	19.55

	Executive Assistant (Administration)	Min	Max	Actual/Ave
Average All		17.08	23.50	20.89
Average Selected		17.13	23.75	21.63
La Vista		16.03	20.81	19.35
			80% of Selected	17.30
			80% of All	16.71

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	Foreman - Parks (Public Works)	Min	Max	Actual/Ave
Average All		20.23	27.45	25.68
Average Selected		19.85	27.54	25.79
La Vista		20.72	26.91	22.30
			80% of Selected	20.63
			80% of All	20.54
	Foreman - Sewer (Public Works)	Min	Max	Actual/Ave
Average All		20.23	27.45	25.62
Average Selected		19.95	27.90	25.48
La Vista		20.72	26.91	21.65
			80% of Selected	20.38
			80% of All	20.49

	Foreman - Streets (Public Works)	Min	Max	Actual/Ave
Average All		20.05	26.30	24.30
Average Selected		18.30	25.58	22.85
La Vista		20.72	26.91	23.83
			80% of Selected	18.28
			80% of All	19.44

	Golf Course Services Manager (Recreation)	Min	Max	Actual/Ave
Average All		23.47	31.26	28.74
Average Selected		22.27	30.92	28.84
La Vista		20.72	26.91	22.41
			80% of Selected	23.07
			80% of All	22.99
	Golf Course Superintendent - Parks (Public Works)	Min	Max	Actual/Ave
Average All		24.34	32.75	28.72
Average Selected		23.50	32.99	28.12
La Vista		24.42	31.71	28.07
			80% of Selected	22.49
			80% of All	22.98

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	Human Resources Generalist (Administration)	Min	Max	Actual/Ave
Average All		25.38	35.02	31.76
Average Selected		22.43	31.29	29.44
La Vista		20.72	26.91	20.72
			80% of Selected	23.55
			80% of All	25.41
	Librarian I (Library)	Min	Max	Actual/Ave
Average All		16.84	23.07	21.10
Average Selected		16.13	22.27	20.56
La Vista		16.03	20.81	18.13
			80% of Selected	16.45
			80% of All	16.88

	Librarian II (Library)	Min	Max	Actual/Ave
Average All		17.78	24.36	22.04
Average Selected		16.89	23.65	20.66
La Vista		19.45	25.26	19.78
			80% of Selected	16.53
			80% of All	17.63

	Foreman (Buildings & Grounds)	Min	Max	Actual/Ave
Average All		15.53	20.57	18.64
Average Selected		15.52	21.48	19.99
La Vista		19.45	25.26	20.81
			80% of Selected	15.99
			80% of All	14.91
	Maintenance Worker I - Parks (Public Works)	Min	Max	Actual/Ave
Average All		14.09	18.63	19.37
Average Selected		13.82	18.83	16.40
La Vista		14.65	19.02	14.85
			80% of Selected	13.12
			80% of All	15.50

City of La Vista, NE – Market Update Results July 27, 2013

	Maintenance Worker I - Sewer (Public Works)	Min	Max	Actual/Ave
Average All		15.78	20.72	18.46
Average Selected		15.80	21.77	18.48
La Vista		14.65	19.02	15.09
			80% of Selected	14.79
			80% of All	14.77
	Maintenance Worker I - Streets (Public Works)	Min	Max	Actual/Ave
Average All		14.63	19.09	16.98
Average Selected		13.99	19.13	16.74
La Vista		14.65	19.02	16.25
			80% of Selected	13.39
			80% of All	13.59
	Maintenance Worker II - Parks (Public Works)	Min	Max	Actual/Ave
Average All		15.83	21.08	19.72
Average Selected		15.21	20.94	18.95
La Vista		16.03	20.81	19.72
			80% of Selected	15.16
			80% of All	15.78
	Maintenance Worker II - Sewer (Public Works)	Min	Max	Actual/Ave
Average All		16.76	22.36	20.98
Average Selected		16.52	22.85	20.87
La Vista		16.03	20.81	18.55
			80% of Selected	16.69
			80% of All	16.78
	Mechanic - (Public Works)	Min	Max	Actual/Ave
Average All		17.24	22.50	20.38
Average Selected		16.85	22.90	20.44
La Vista		16.03	20.81	23.28
			80% of Selected	16.36
			80% of All	16.30

City of La Vista, NE – Market Update Results July 27, 2013

	Planner (Community Development)	Min	Max	Actual/Ave
Average All		24.56	34.01	30.05
Average Selected		26.26	36.70	32.73
La Vista		24.42	31.71	26.16
			80% of Selected	26.19
			80% of All	24.04

	Police Captain - Operations (Police)	Min	Max	Actual/Ave
Average All		33.04	42.45	39.71
Average Selected		27.09	37.74	35.32
La Vista		33.44	43.44	42.01
			80% of Selected	28.26
			80% of All	31.77

	Police Captain - Support Services (Police)	Min	Max	Actual/Ave
Average All		32.99	42.38	39.38
Average Selected		27.01	37.63	34.76
La Vista		33.44	43.44	43.44
			80% of Selected	27.80
			80% of All	31.50

	Police Data Entry Clerk (Police)	Min	Max	Actual/Ave
Average All		14.03	19.38	17.86
Average Selected		13.74	19.83	18.24
La Vista		13.16	17.09	14.16
			80% of Selected	14.59
			80% of All	14.29

	Program Coordinator (Recreation)	Min	Max	Actual/Ave
Average All		19.46	26.28	24.09
Average Selected		18.78	26.04	23.90
La Vista		19.45	25.26	20.03
			80% of Selected	19.12
			80% of All	19.27

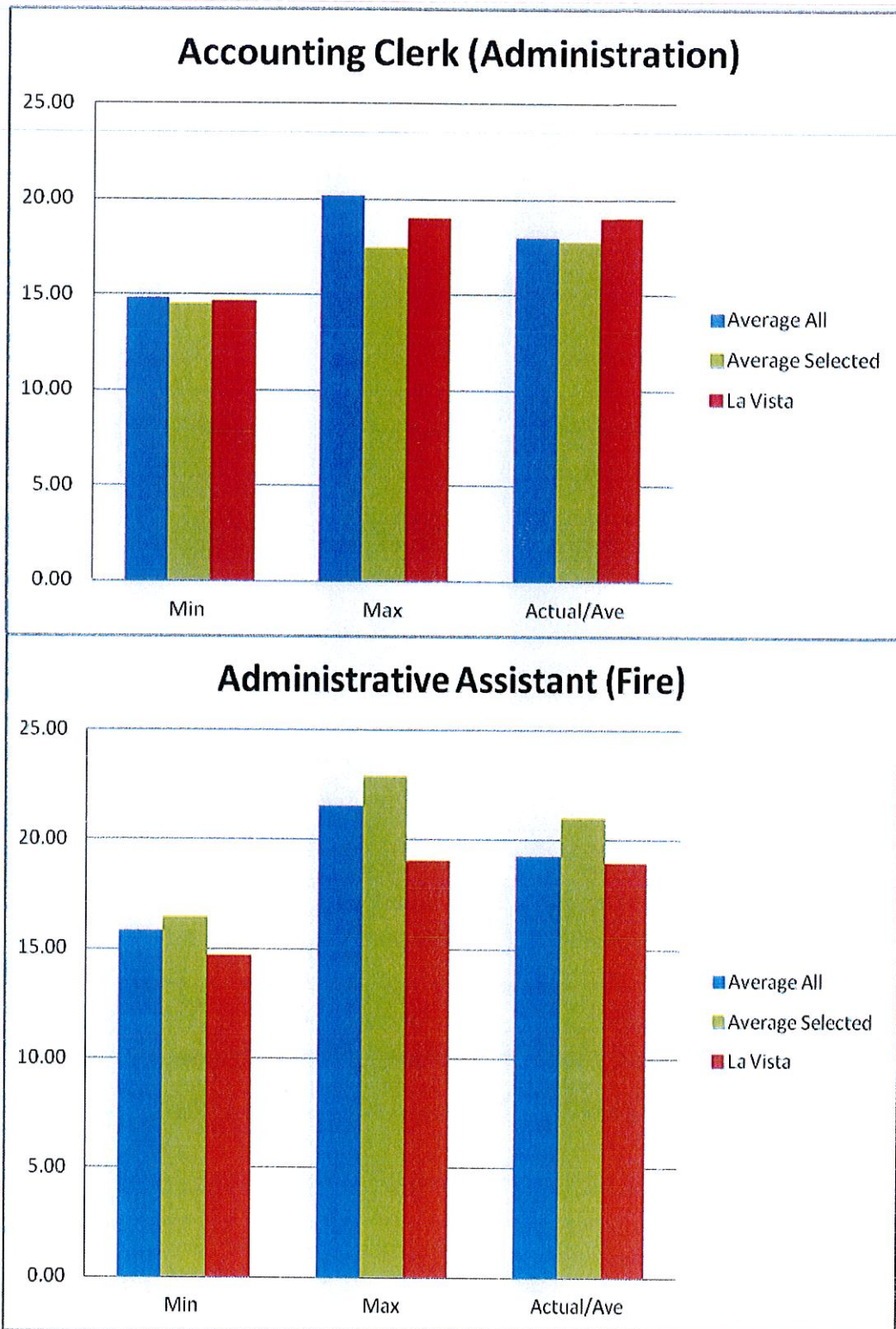
City of La Vista, NE – Market Update Results July 27, 2013

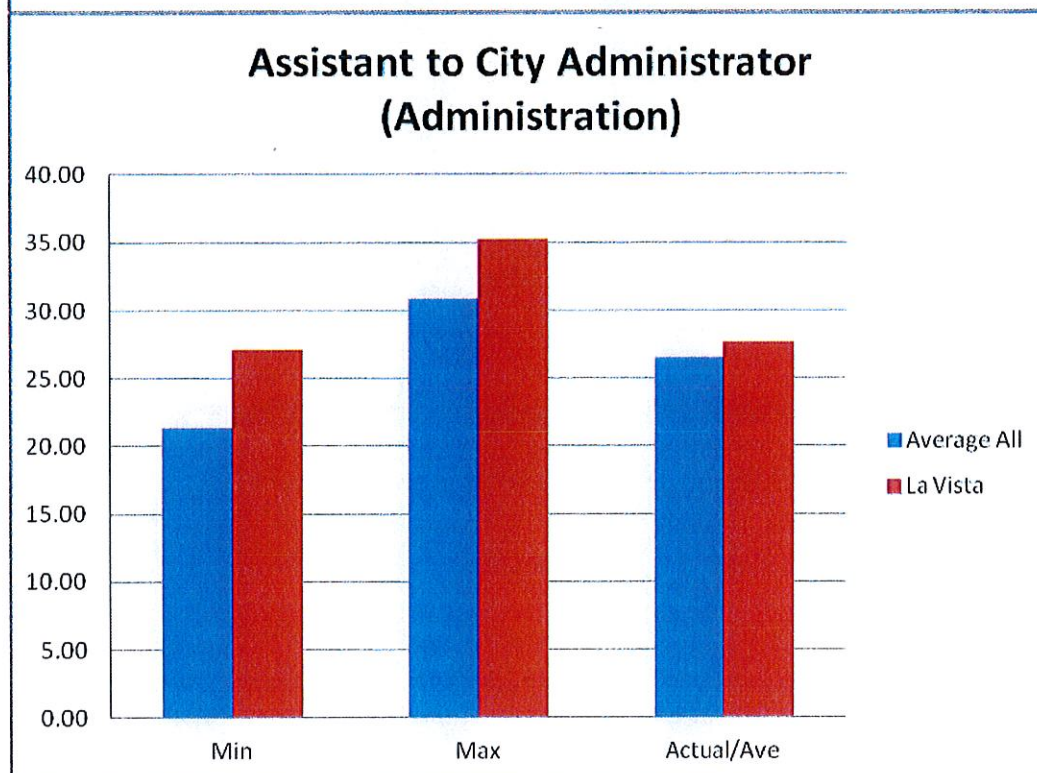
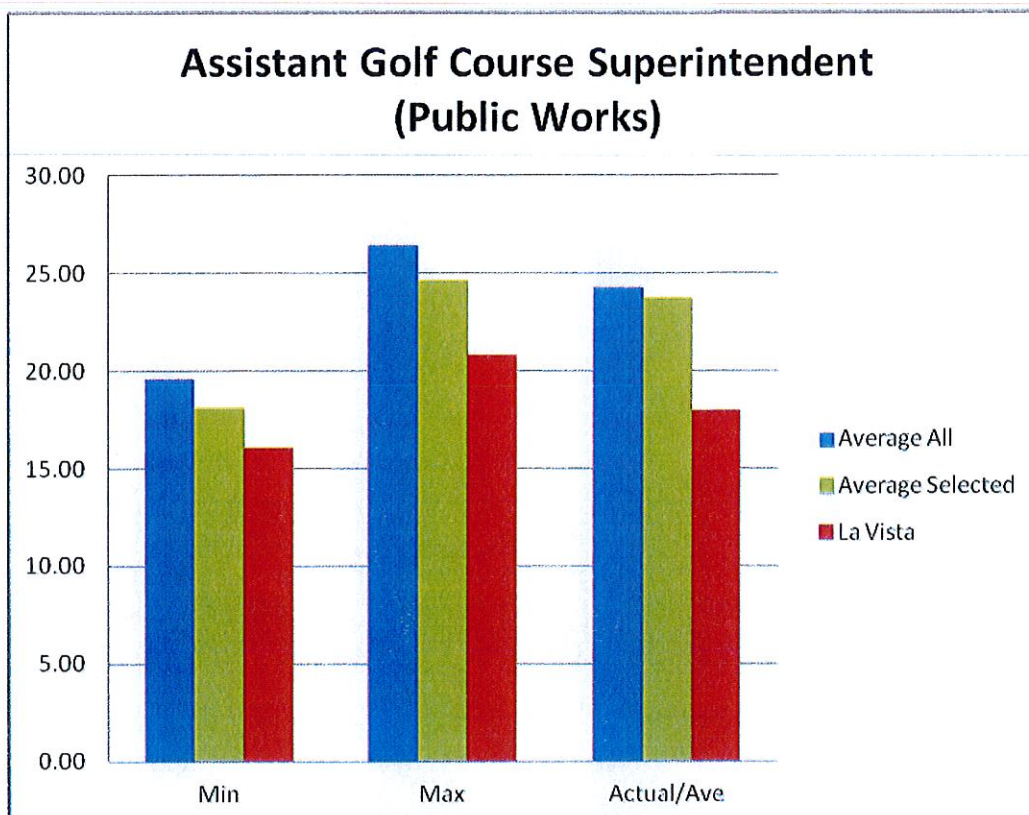
	Recreation Supervisor Part Time (Recreation)	Min	Max	Actual/Ave
Average All		19.46	24.55	21.20
Average Selected		N/A	N/A	N/A
La Vista		9.27	12.04	9.27
			80% of Selected	N/A
			80% of All	16.96
	Secretary II (Community Development)	Min	Max	Actual/Ave
Average All		14.97	20.28	17.70
Average Selected		15.35	21.35	18.99
La Vista		14.16	18.39	16.28
			80% of Selected	15.19
			80% of All	14.16103
	Secretary/Receptionist (Administration)	Min	Max	Actual/Ave
Average All		13.78	18.68	16.36
Average Selected		13.72	19.04	16.68
La Vista		13.16	17.09	15.16
			80% of Selected	13.35
			80% of All	13.09
	Administrative Assistant (Recreation)	Min	Max	Actual/Ave
Average All		13.03	17.35	15.94
Average Selected		13.03	17.37	16.44
La Vista		14.65	19.02	15.80
			80% of Selected	13.15
			80% of All	12.75
	Shop Foreman (Public Works)	Min	Max	Actual/Ave
Average All		20.84	28.37	25.90
Average Selected		20.80	29.03	26.45
La Vista		20.72	26.91	25.38
			80% of Selected	21.16
			80% of All	20.72

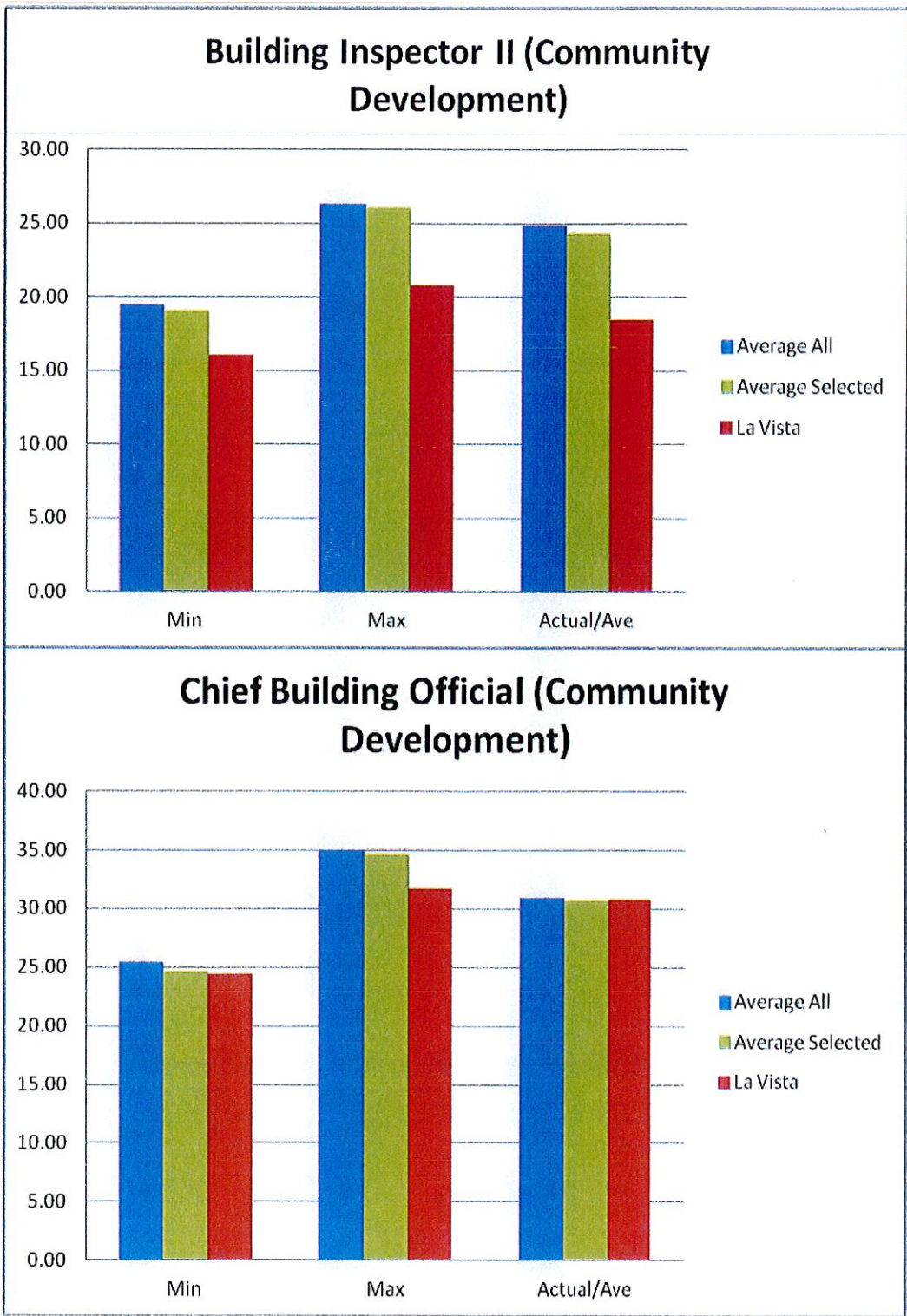
City of La Vista, NE – Market Update Results July 27, 2013

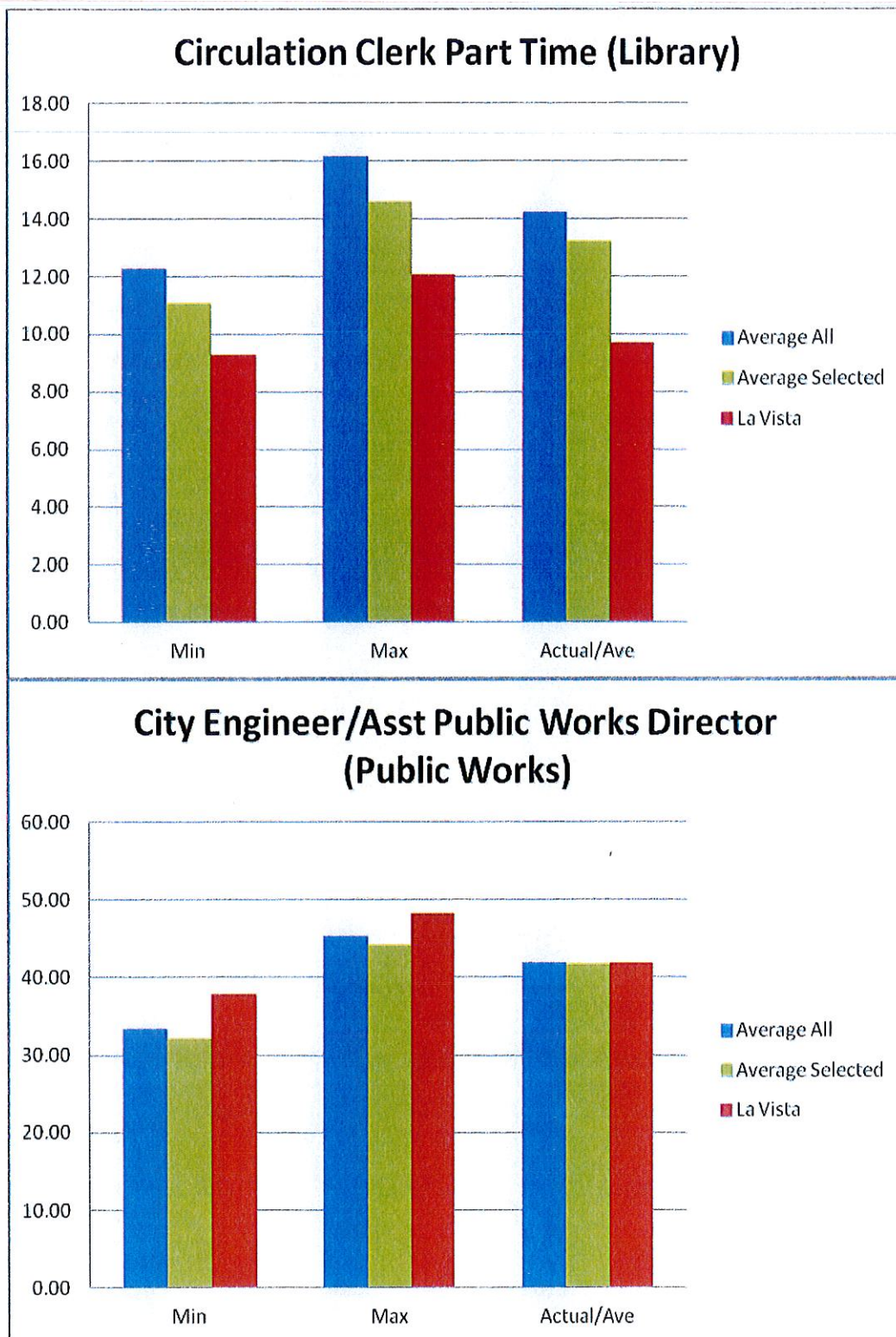
	Superintendent - Parks (Public Works)	Min	Max	Actual/Ave
Average All		25.59	34.77	30.92
Average Selected		25.26	35.23	32.40
La Vista		27.06	35.15	32.90
			80% of Selected	25.92
			80% of All	24.74
	Superintendent - Streets (Public Works)	Min	Max	Actual/Ave
Average All		27.17	35.74	32.72
Average Selected		25.99	33.79	30.96
La Vista		27.06	35.15	33.71
			80% of Selected	24.77
			80% of All	26.18

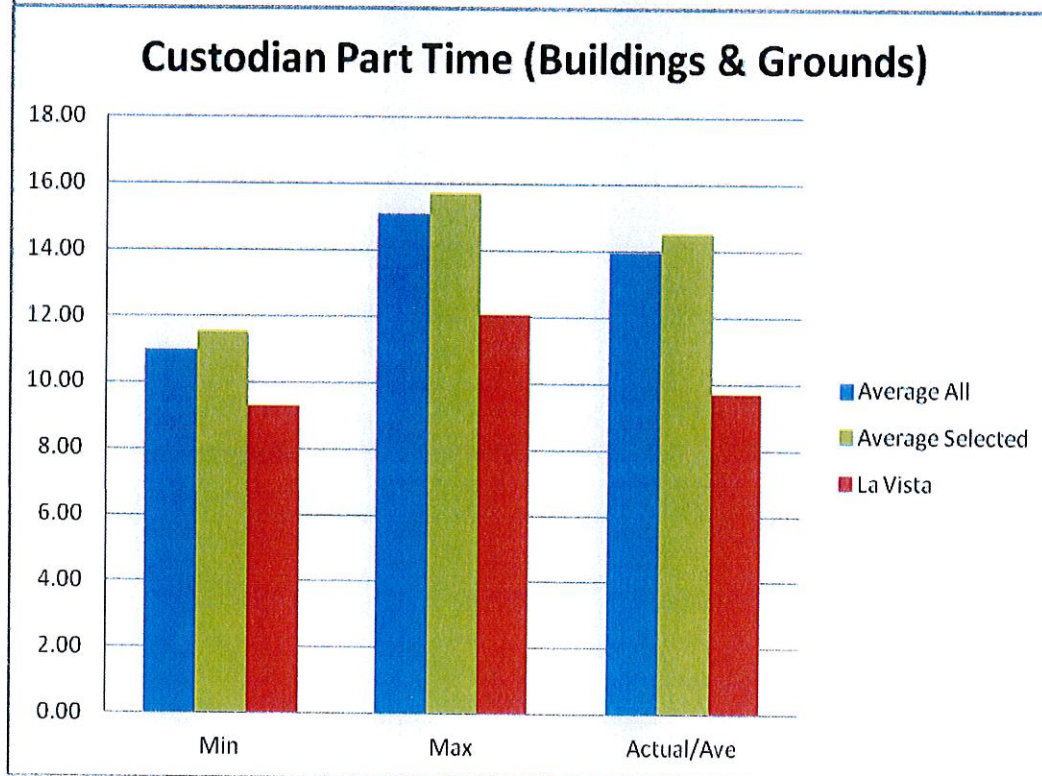
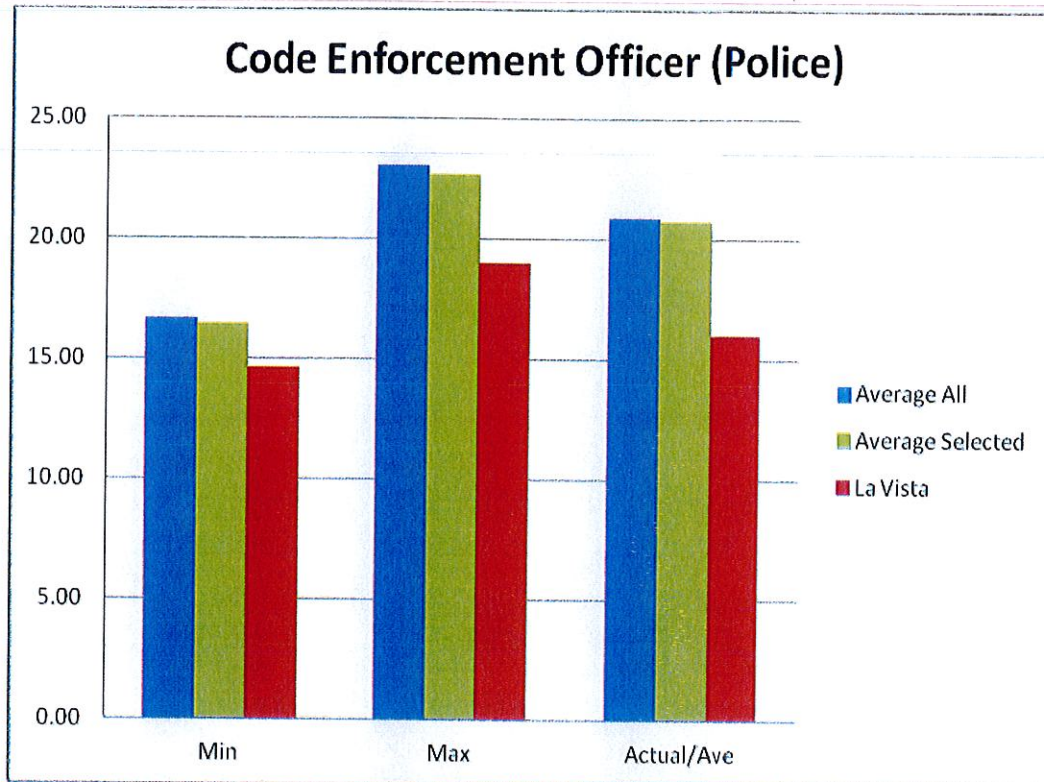
	Community Relations Coord.	Min	Max	Actual/Ave
Average All		23.29	33.68	28.48
Average Selected		N/A	N/A	N/A
La Vista		17.73	23.03	20.38
			80% of Selected	N/A
			80% of All	22.79

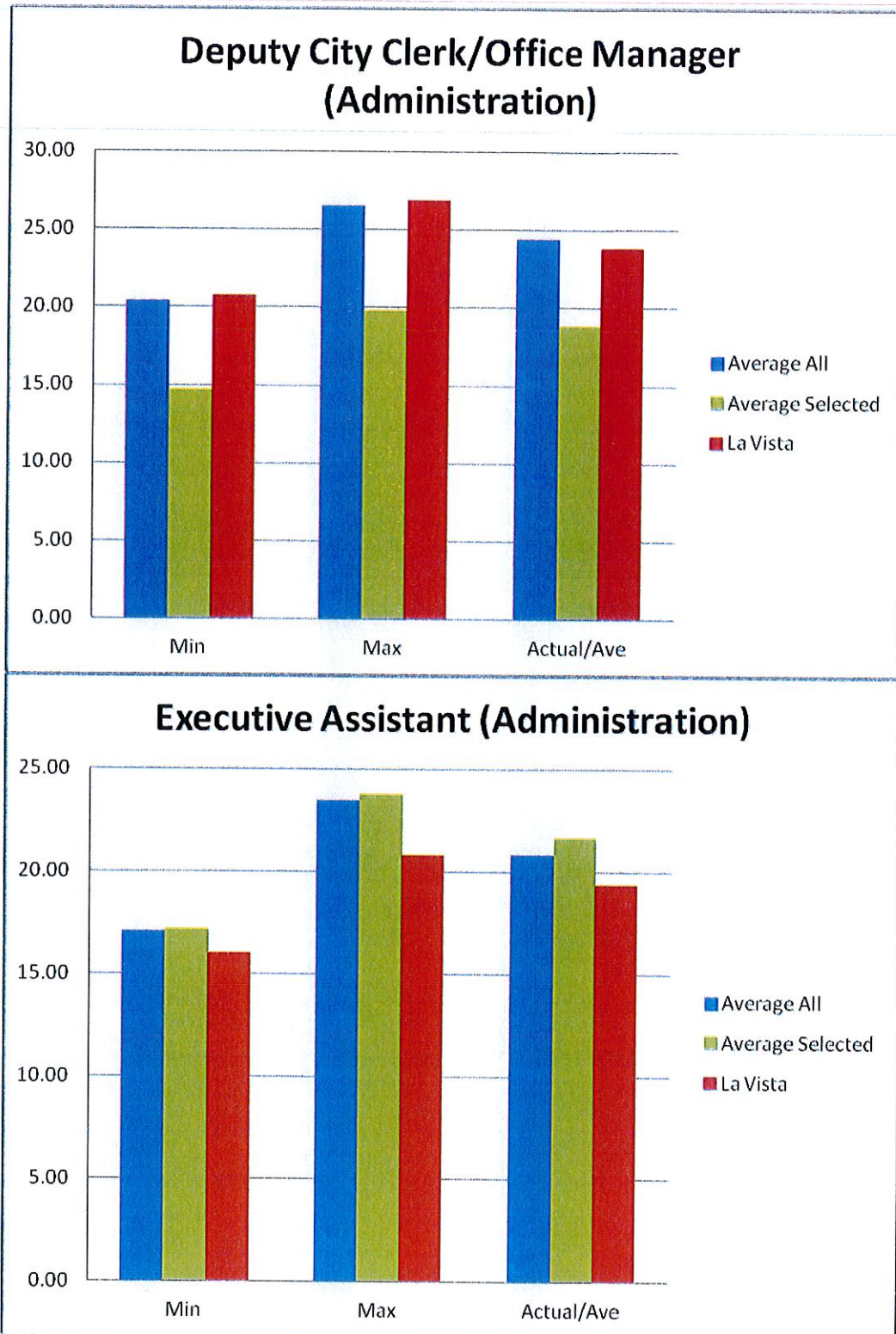


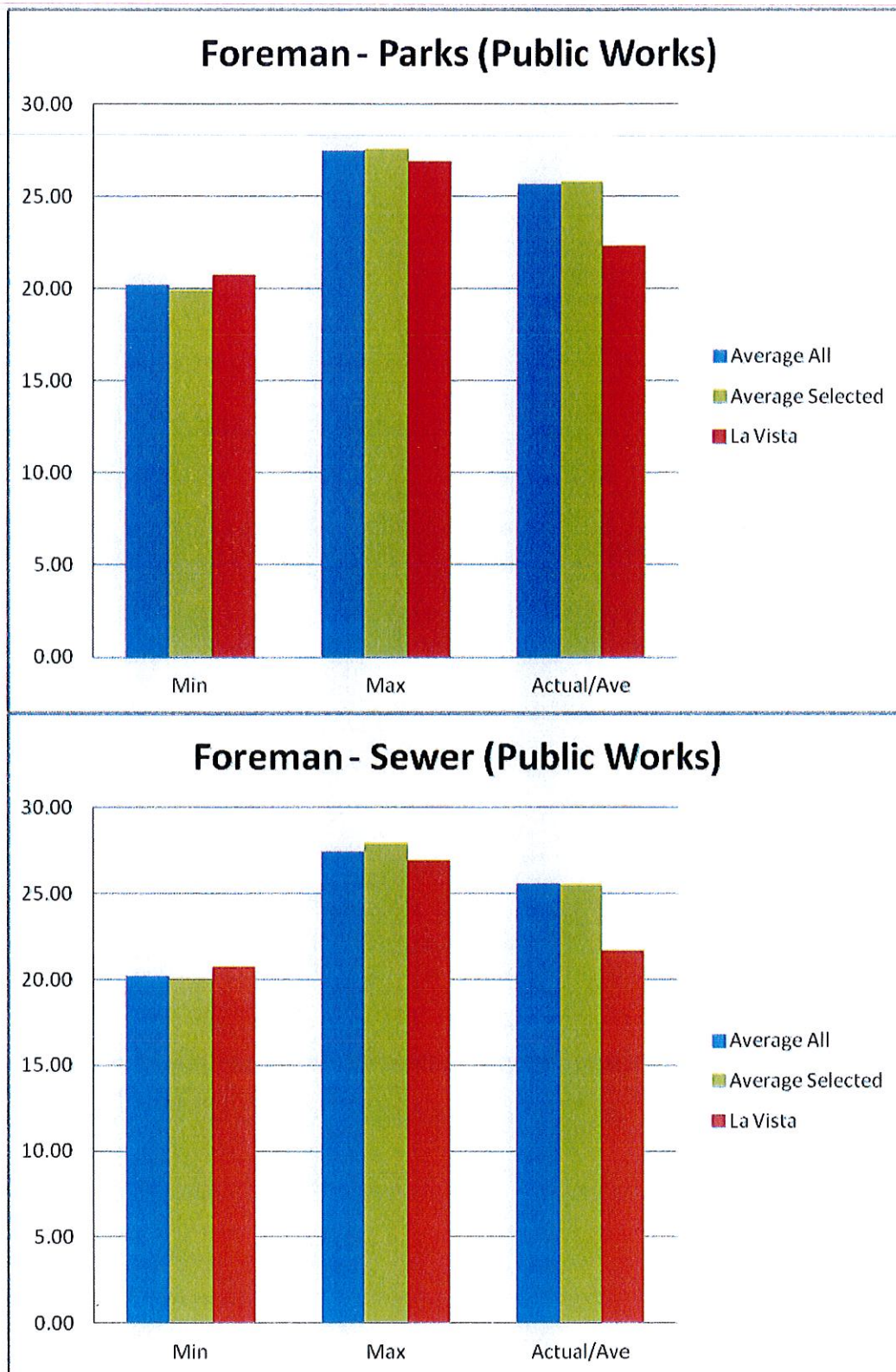


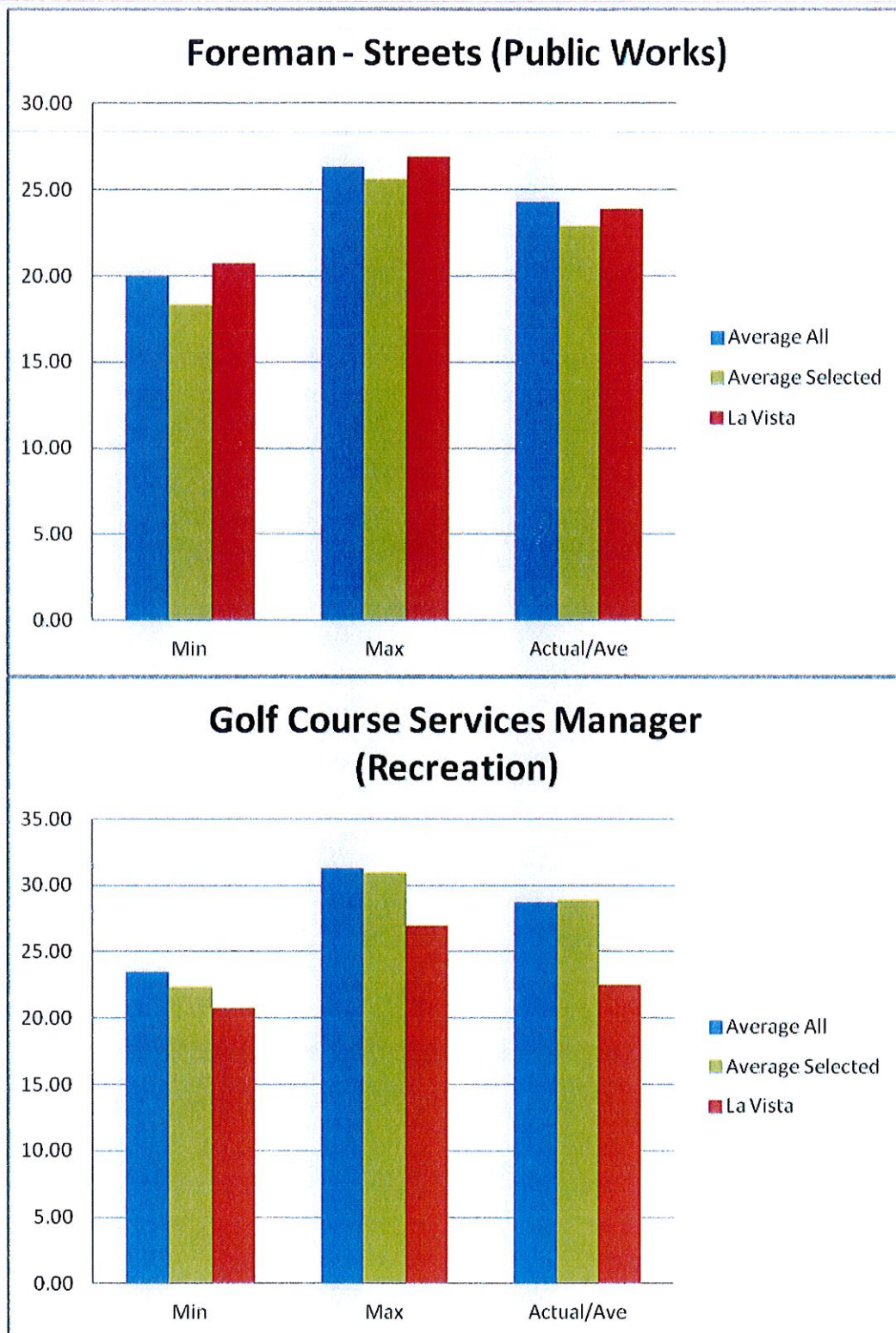


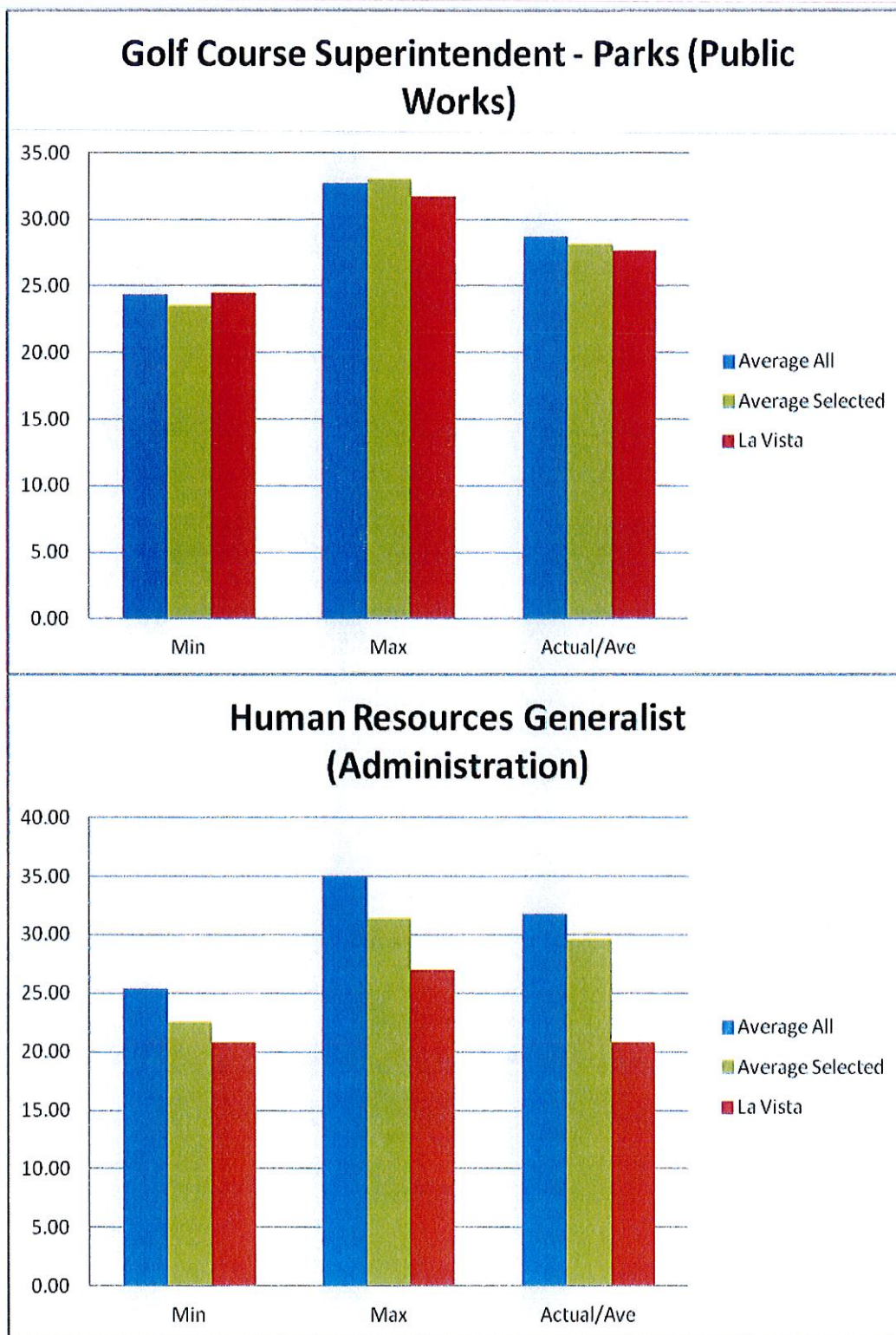




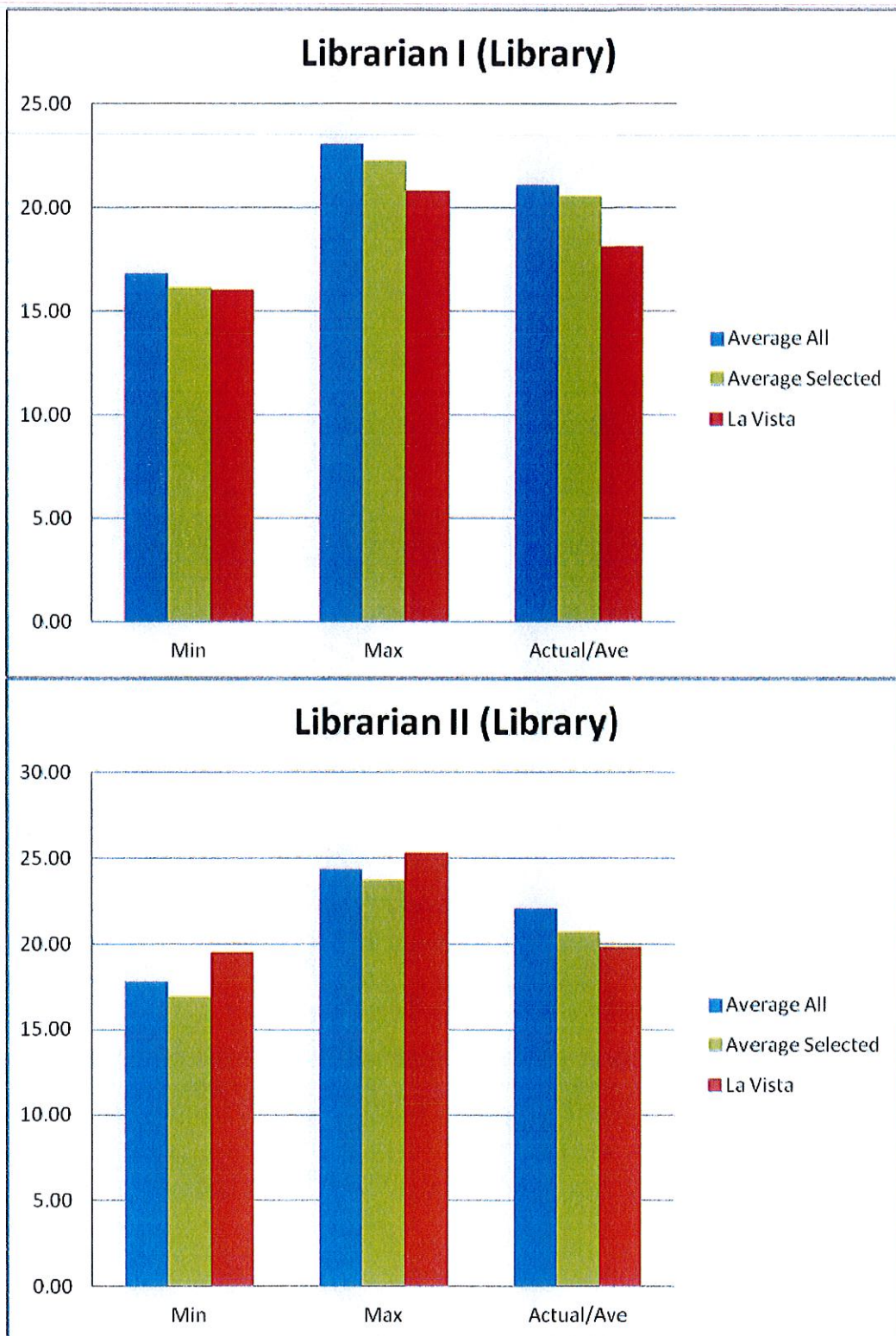


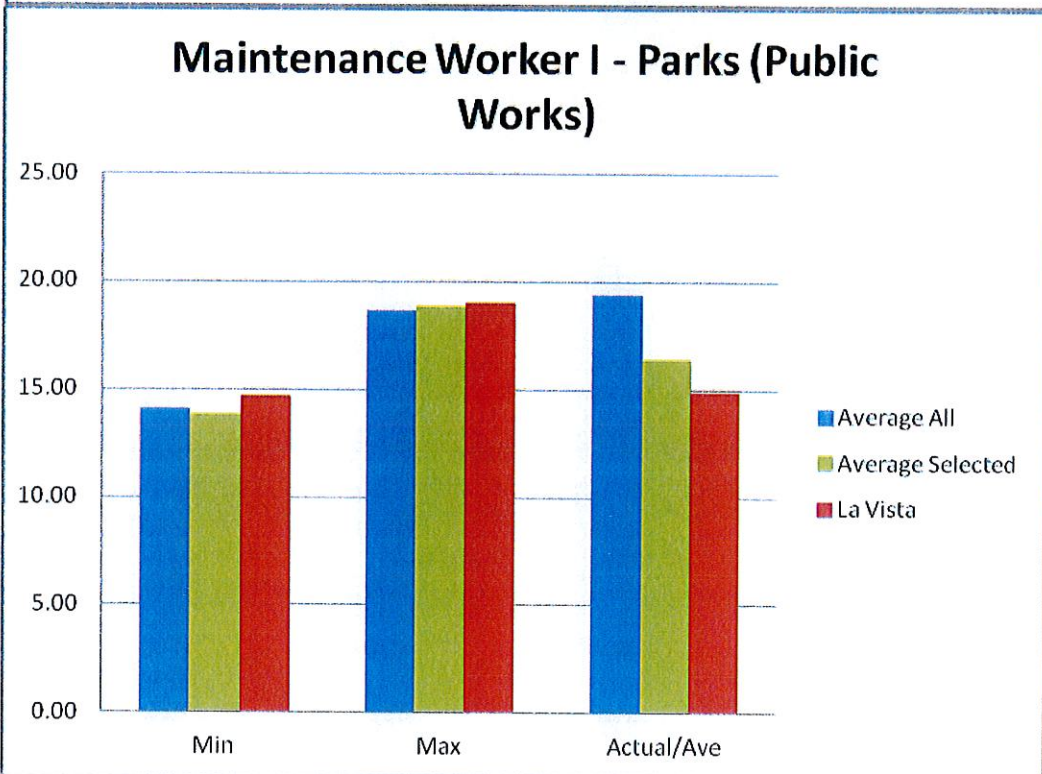
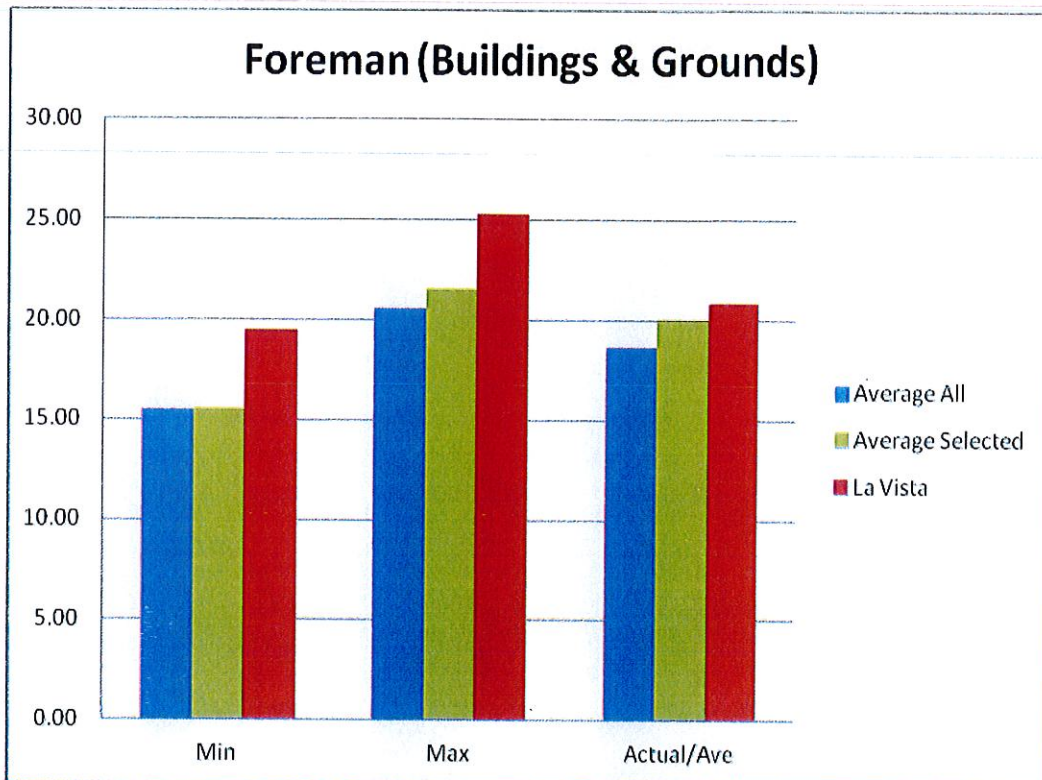


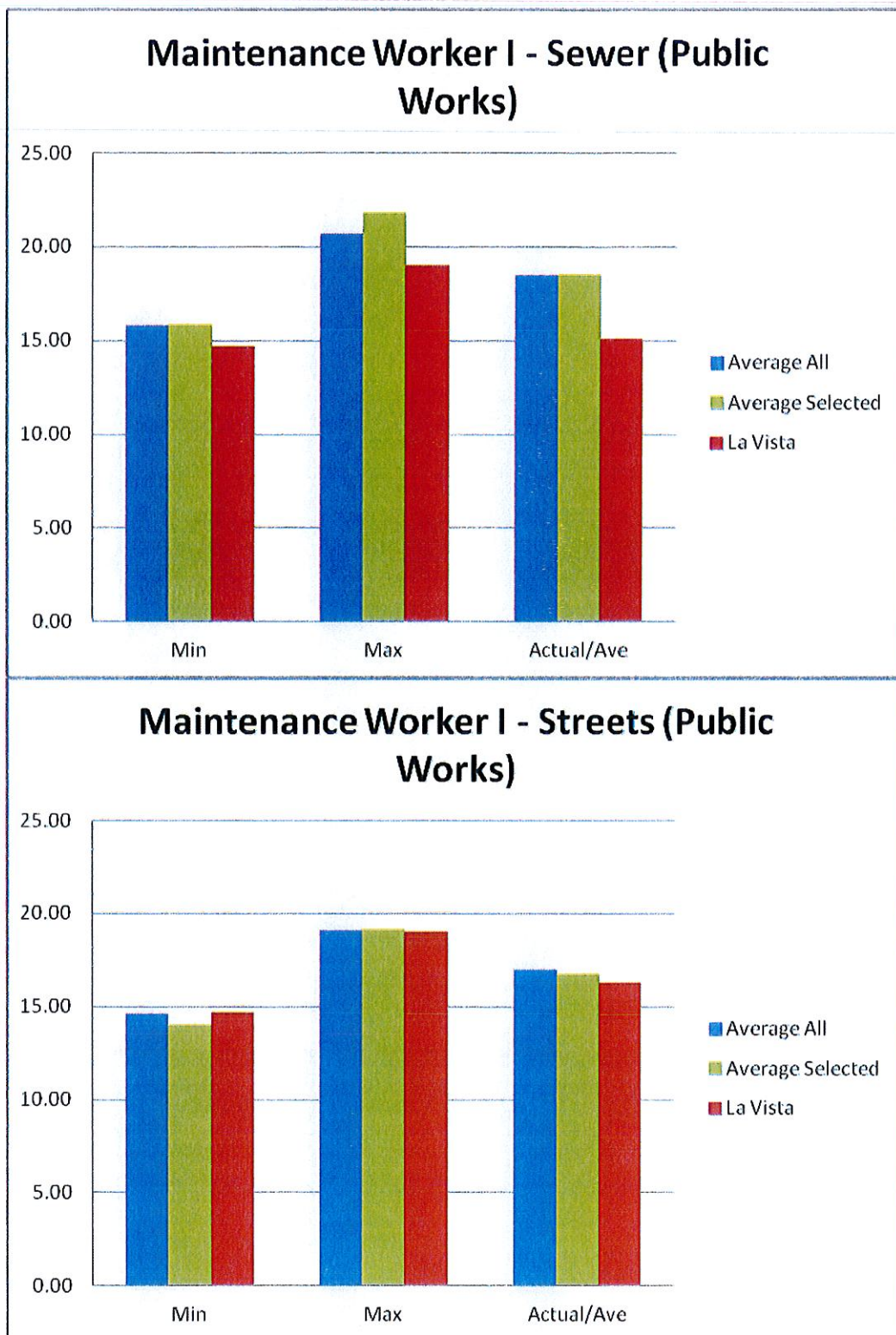


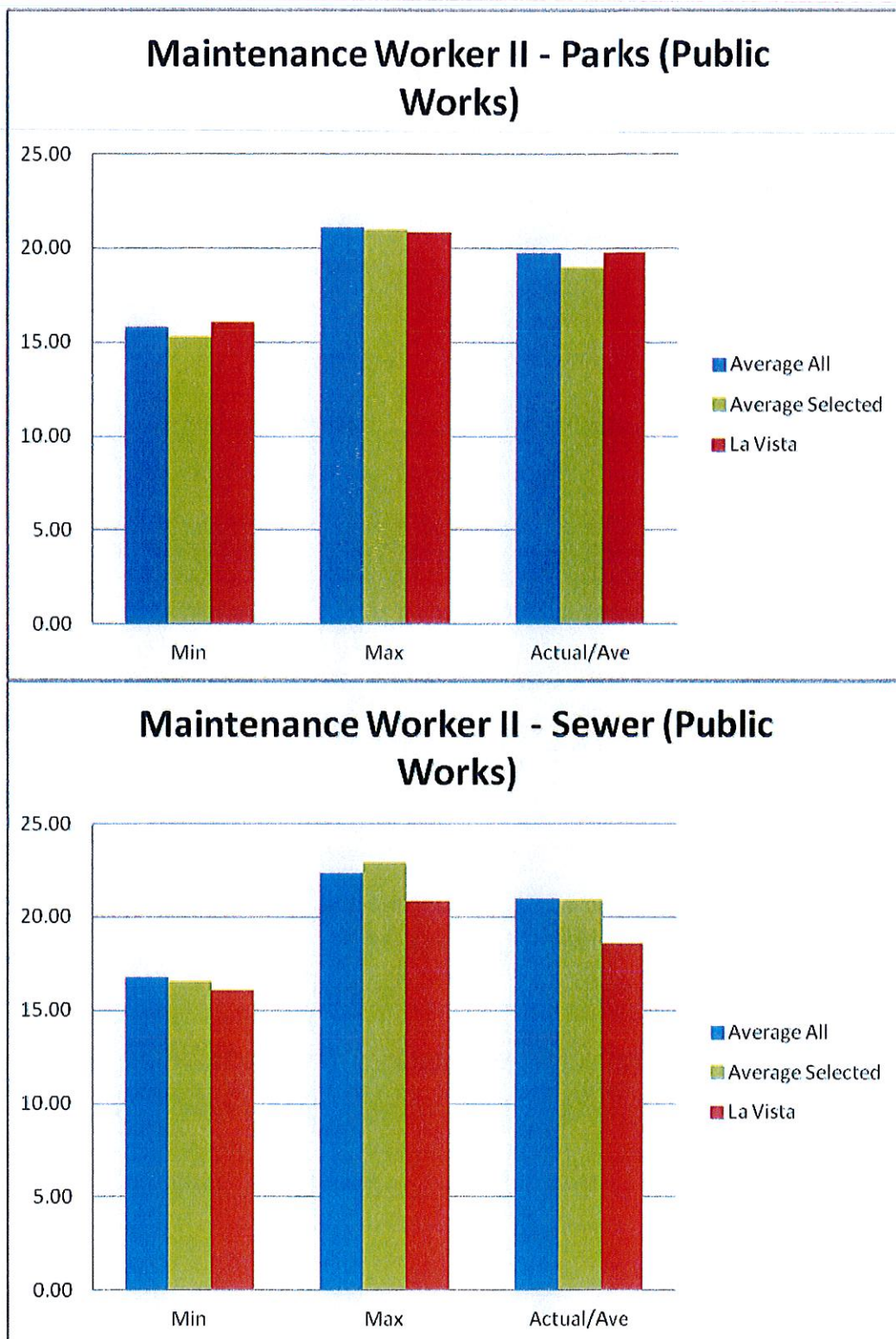


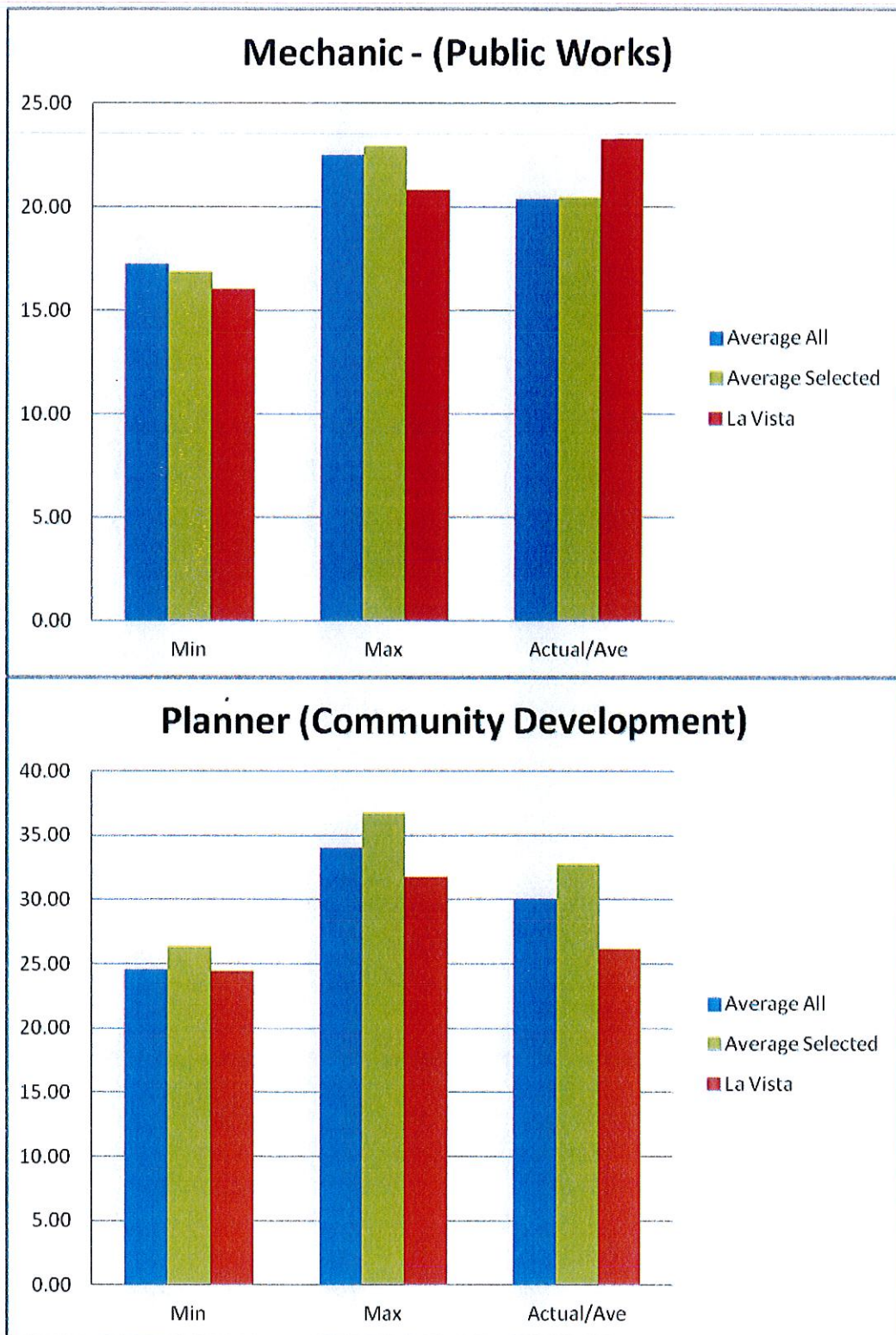
City of La Vista, NE – Market Update Results July 27, 2013

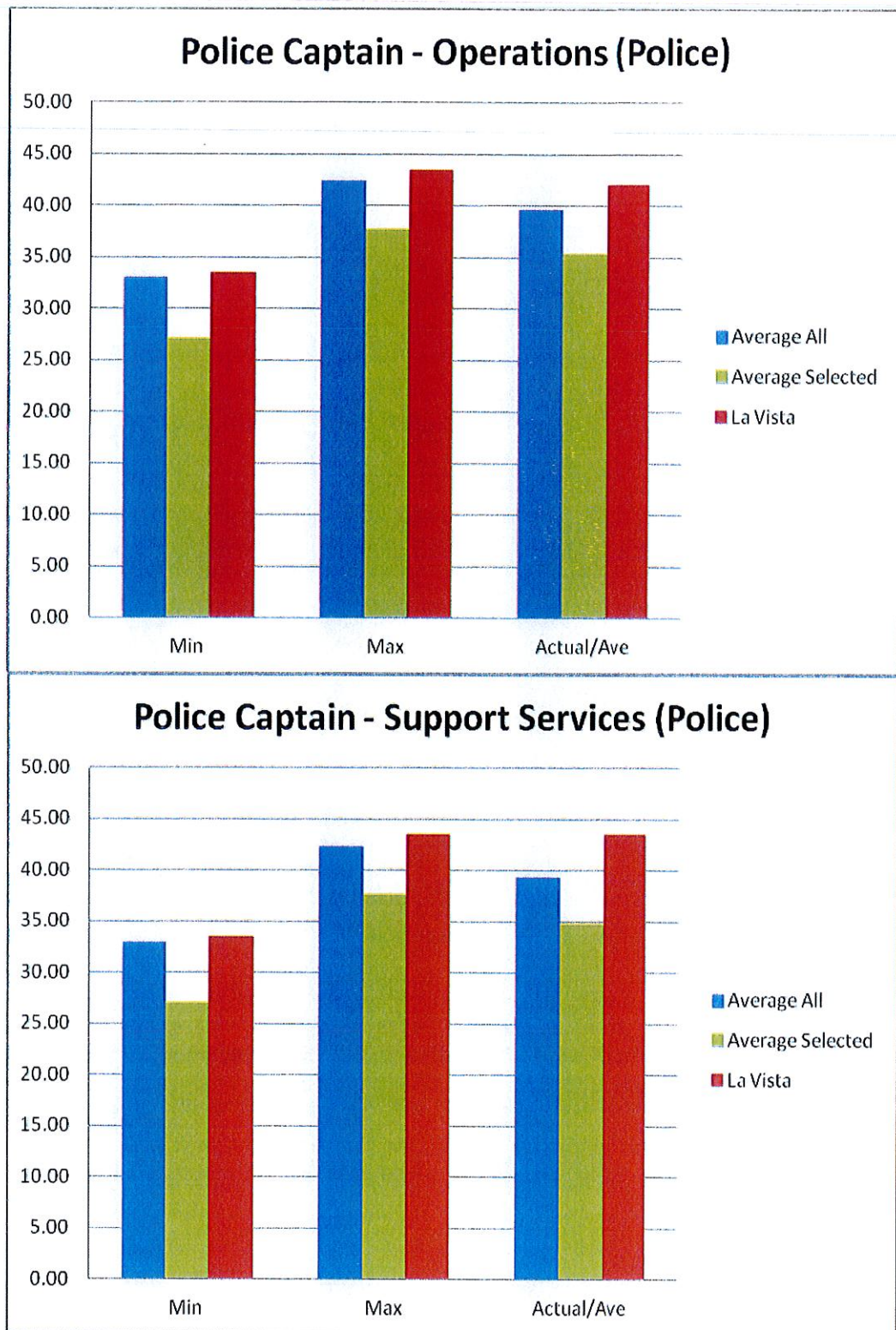


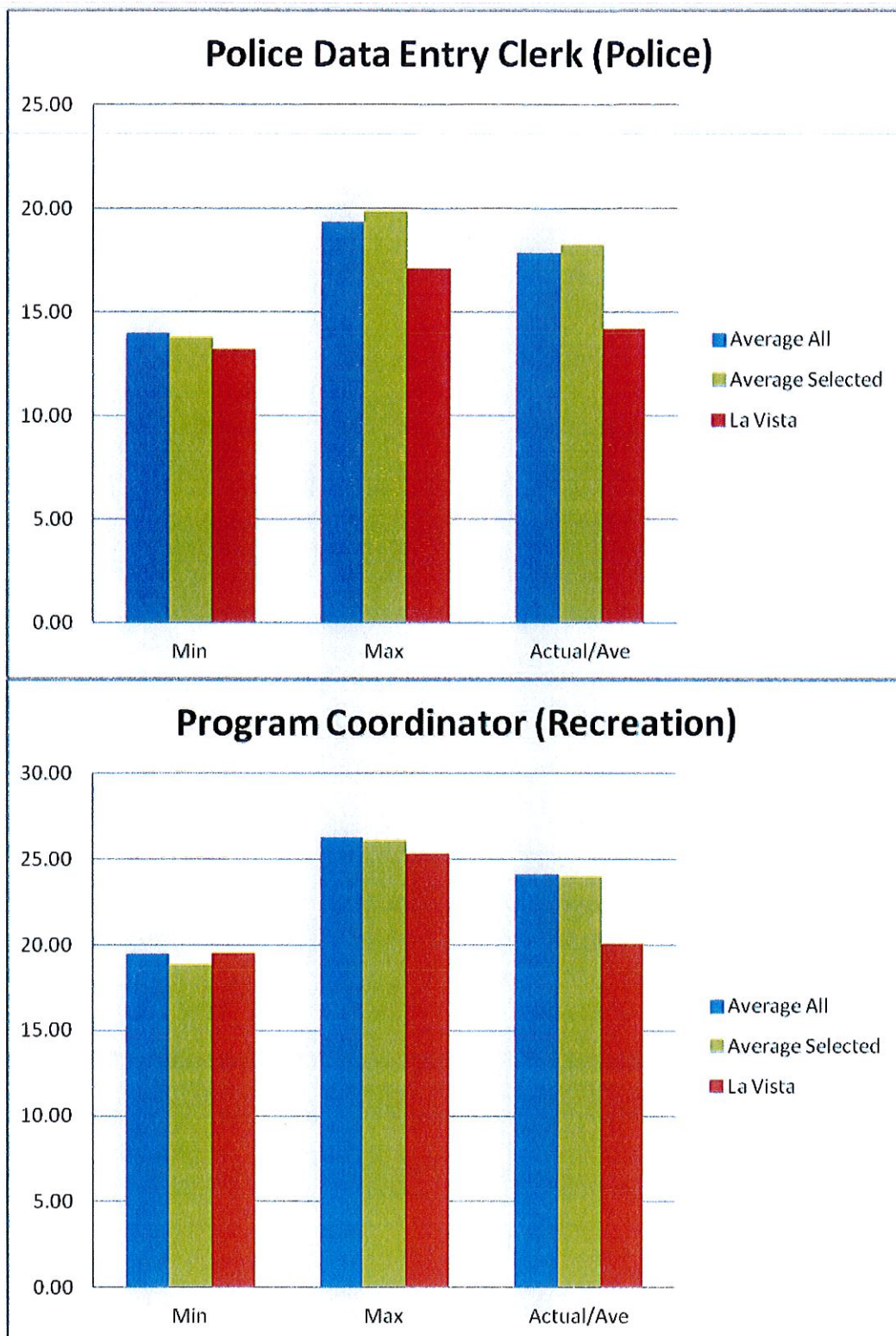


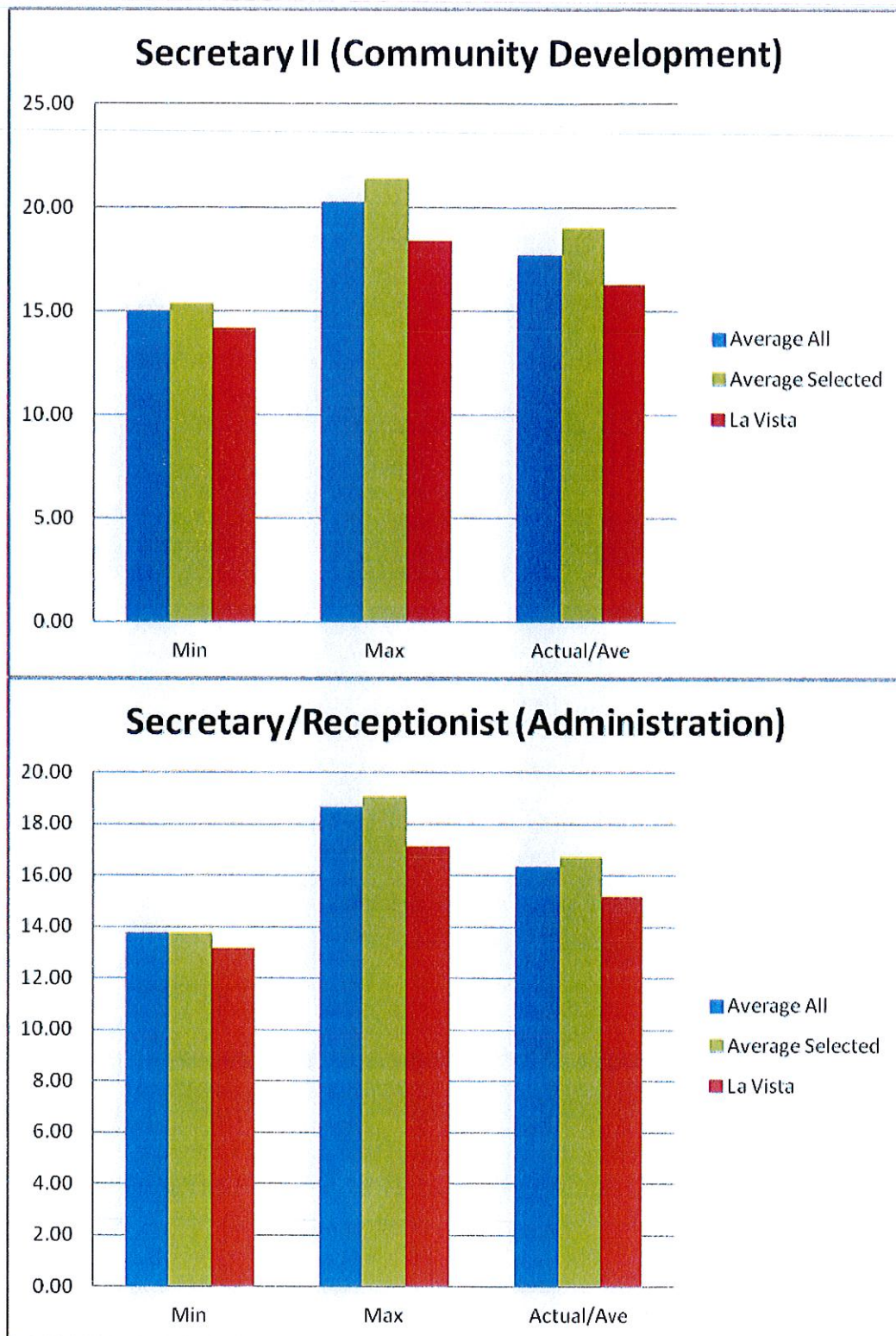


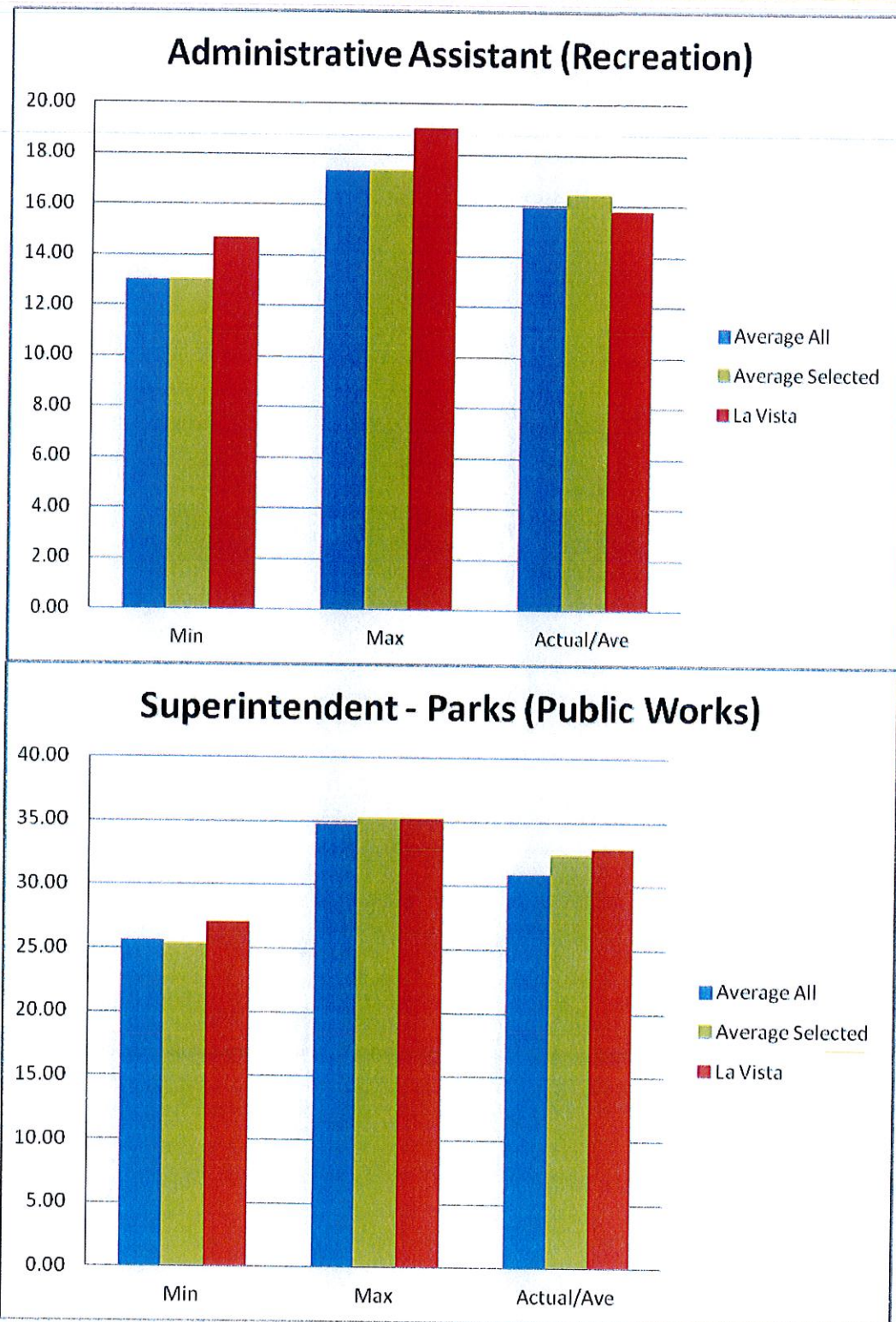


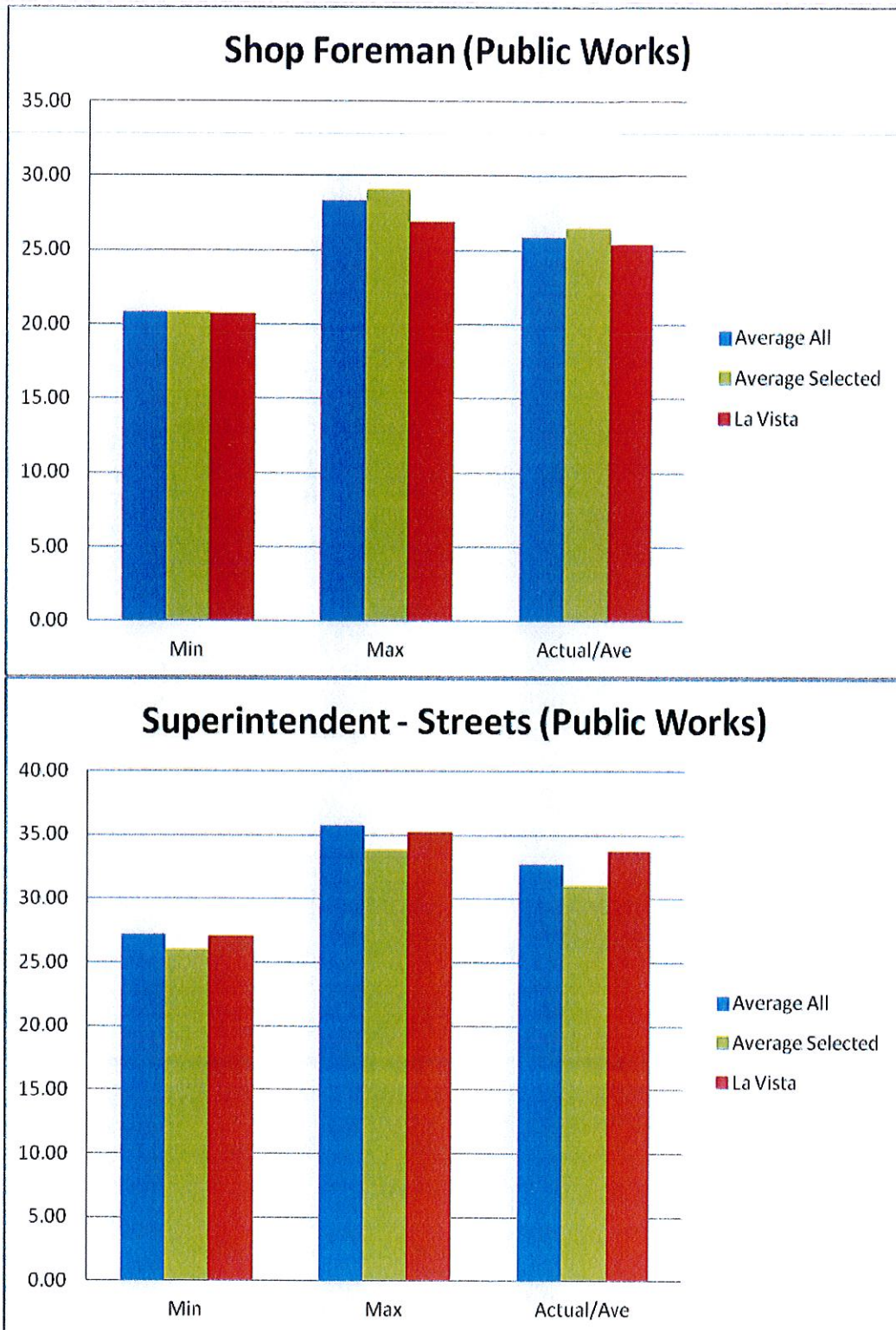












City of La Vista, NE – Market Update Results July 27, 2013

Survey Results of Benefits and Staffing Changes:

Item	La Vista Employer Share %	All Other Respondents Employer Share %
Health Insurance (employee)	90%	95%
Health Insurance (employee plus children)	80%	85%
Health Insurance (employee plus spouse)	80%	83%
Health Insurance (employee plus family)	80%	84%
Vision (employee)	0%	0%
Vision (employee plus children)	0%	0%
Vision (employee plus spouse)	0%	0%
Vision (employee plus family)	0%	0%
Dental (employee)	90%	79%
Dental (employee plus children)	N/A	46%
Dental (employee plus spouse)	N/A	51%
Dental (employee plus family)	80%	61%
Life Insurance	100%	99.44%

Did any of the following apply in 2013?

Item	La Vista	All
Hiring Freeze	No	3 No, 10 N/A
Reduction in Workforce	No	2 No, 2 Yes, 9 N/A
Staffing to Remain Static	No	1 No, 2 Yes, 10 N/A
Increase in Staffing Levels	No	3 No, 1 Yes, 9 N/A
Other		

APPENDIX 2.

The survey instruments used for the City of La Vista is included in the appendix. In the instrument former titles were used. Those were changed for the report. However, a list is below:

Former Title	Current Title
Maintenance Assistant (Buildings & Grounds)	Foreman (Building and Grounds)
Custodian (Buildings & Grounds)	Custodian Part Time (Building and Grounds)
Building Inspector (Community Development)	Building Inspector II (Community Development)
Chief Building Inspector (Community Development)	Chief Building Official (Community Development)
Code Enforcement Officer (Community Development)	Code Enforcement Officer (Police)
Administrative Secretary (Fire)	Administrative Assistant (Fire)
Circulation Clerk (Library)	Circulation Clerk I Part Time (Library)
Assistant Recreation Director - Parks (Public Works)	Asst. Rec. Director (Recreation)
City Engineer (Public Works)	City Engineer/Asst. PW Director (Public Works)
Program Director (Recreation)	Program Coordinator (Recreation)
Secretary/Receptionist (Recreation)	Administrative Assistant (Recreation)
Recreation Supervisor (Recreation)	Recreation Supervisor Part Time (Recreation)

Appendix 2.



OVERLAND PARK, KS OFFICE: P.O. Box 27196, Overland Park, KS 66225 Phone: (913) 851-7530 Fax: (913) 851-7529
MANHATTAN, KS OFFICE: 5512 High Meadow Circle, Manhattan, KS 66503 Phone: (785) 537-1690 Fax: (913) 851-7529
www.austinpeters.com

Dear City of La Vista Survey Participant-

The City of La Vista has retained our firm to conduct a salary and benefit study for anticipated salaries for July 1, 2013. Attached to this letter are survey documents to assist you in preparing your response. Please return your response by **June 21, 2013 to: The Austin Peters Group, Inc. 5512 High Meadow Circle, Manhattan, KS 66503, fax 913-851-7529, or email etatarko@austinpeters.com.**

Once the survey is complete, we will send you the results. We appreciate your participation as does the City of La Vista.

Please call if you have questions.

Sincerely,
Beth Tatarko
Beth Tatarko
Vice President

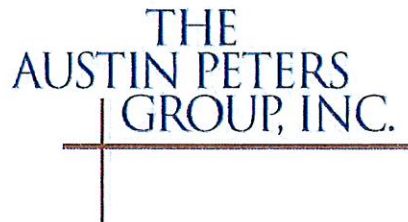
Salary and Benefits Survey

For

La Vista, Nebraska

Survey Deadline June 21, 2013
Survey Information as of anticipated July 1, 2013

Beth Tatarko, Vice President
The Austin Peters Group, Inc.
5512 High Meadow, Manhattan KS 66503
785-537-1690 (telephone)
913-851-7529 (fax)
www.austinpeters.com
etatarko@austinpeters.com



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Directions for Completing Salary and Benefits Survey

1. Each position that is being studied with this survey is briefly described on the worksheets. Please review each brief position description.
2. If your organization uses a different position title, or if the job falls within a different department or area than the one listed, please indicate the title and department you use in the Column 2. If you do not have such a position, indicate N/A (not applicable).
3. In Column 3, determine whether the position described is a Very Close Match (1), Close Match (2), Fair Match (3), Poor Match (4), or No Match (5) with the same position in your organization.
4. In Column, 4, 5, and 6 for each position, please provide the following information as of anticipated amounts **July 1, 2013**. Please provide the requested information on an **hourly basis**. When making conversions to hourly rates please take the annual amount of salary paid to the position and divide that amount by **actual hours worked**. For example, if you have a park maintenance position who is paid \$18,000 on an annual basis, but works 1,040 hours per year, the hourly rate reported should be \$17.31. Please indicate the **minimum** and **maximum** hourly range for each position. If you do not have salary ranges, please indicate N/A (not applicable).
5. In Column 6, please indicate the **actual** hourly rate for each position. And if you have multiple people filling a position, use the **average** rate for all employees in that position to report actual hourly rate. Please tell us how many people are in the position as well.
6. In Column 7, please indicate the number of people this position supervises. A supervisor is someone who regularly provides direction; does complete or assist in performance evaluations; does participate in hiring and firing decisions; and does participate in discipline of employees. If this position does not supervise anyone, indicate a zero.
7. In Column 8, indicate if this position is Exempt or Non-exempt.

Thank you for your time. The Austin Peters Group, Inc. and La Vista greatly appreciate your participation in this important study.

SURVEY QUESTIONS

Name of Organization: _____

Survey Completed By: _____

For all Participants: ____ (check this box if you would like a copy emailed back to you) provide email address here: _____

Number of Full-time Equivalent employees –

- Regular FT (excluding temporary and seasonal) _____
- Regular PT _____

Benefits:

Item	Employer Share %	Employee Share %	Carrier Name	Self-insured Y/N
Health Insurance (employee)				
Health Insurance (employee plus children)				
Health Insurance (employee plus spouse)				
Health Insurance (employee plus family)				
Vision (employee)				
Vision (employee plus children)				
Vision (employee plus spouse)				
Vision (employee plus family)				
Dental (employee)				
Dental (employee plus children)				
Dental (employee plus spouse)				
Dental (employee plus family)				
Life Insurance				

For 2013, did you have –

Item	All Employees - Y/N	% Increase
COLA		
Step Increase		
Longevity		
Merit		
Other		

Did any of the following apply in 2013? (check box for “yes”):

- ☐ Hiring freeze
☐ Reduction in workforce
☐ Staffing levels to remain static
☐ Increase in staffing levels
☐ Other - _____

Position Description	Title/Dept.	Rate how well your position matches the description provided in Column 1, 1=Very Close 2=Close Match 3=Fair Match 4=Poor Match 5=No Match	Minimum Salary (Hourly)	Maximum Salary (Hourly)	Actual Hourly Rate?	How many people does this position supervise including performance review?	Is this position exempt or non exempt from Fair Labor Standards Act?
Accounting Clerk (Administration): Performs accounting functions. Prepares and processes accounts payable and issues checks. Processes purchase orders. Performs data entry. Assists with monthly reconciliations. Assists departments with financial software. Prepares and processes all tax statements.							
Assistant City Administrator (Administration): Assists with direction, administration and coordination of operations. Oversees short and long-term plans and projects. Develops, monitors, and implements capital improvement program. Acts as City Administrator in his/her absence							
Assistant to the City Administrator (Administration): Provides administrative assistance and support. Assists with strategic and operational planning efforts. Prepares reports and studies. Assists with preparation and/or evaluation of bid specifications, bids, requests for proposals, and contracts.							
City Administrator (City Administrator): Directs, coordinates and administers operations. Represents the City to the community, state, congress and other governmental agencies. Directs and supervises staff. Oversees preparation of City Council agendas. Directs and manages the City's annual budget. Designs and maintains City's organizational structure.							
City Clerk (Administration): Directs, manages and oversees operations in the City Clerk's office. Plans, directs, and coordinates work. Maintains custody of official records and archives. Manages ordinances and resolutions. Responds to inquiries from the public.							
Deputy City Clerk/Office Manager (Administration): Oversees daily management of front office at City Hall and performs administrative and clerical duties. Assists with City Council meeting preparation. Acts as City Clerk in his/her absence. Supervises and evaluates front office staff. Responds to citizen inquiries. Prepares reports and correspondence.							
Executive Assistant (Administration): Performs administrative and clerical duties for Mayor, City Administrator, Assistant City Administrator and Finance Director. Coordinates and attends social functions representing the city. Schedules and coordinates meetings for staff. Responds to citizen inquiries.							
Human Resources Generalist (Administration): Oversees HR services for recruitment, employee maintenance and administration of classification, compensation and benefits programs. Coordinates new hires, orientations, enrollment in benefits. Develops and maintains the City's Personnel Manual. Oversees the performance evaluation system.							

Position Description	Title/Dept.	Rate how well your position matches the description provided in Column 1. 1=Very Close 2=Close Match 3=Fair Match 4=Poor Match 5=No Match	Minimum Salary (Hourly)	Maximum Salary (Hourly)	Actual Hourly Rate?	How many people does this position supervise including performance review?	Is this position exempt or non exempt from Fair Labor Standards Act?
Secretary/Receptionist (Administration): Lead receptionist, performs clerical and administrative functions. Responds to citizen inquiries. Responsible for receipts for permits, parking violations, etc. Assists with scheduling inspections and issuing permits. Processes applications for permits.							
Maintenance Assistant (Building and Grounds): Performs routine and preventative maintenance. Performs minor painting jobs. May respond to night and weekend emergency calls for maintenance, may serve as crew leader. Performs landscaping duties. Maintains lawn irrigation system.							
Custodian (Building and Grounds): Performs custodial work. May exercise limited supervision over student helpers. Reports conditions requiring maintenance to Director. Assists in snow and ice removal.							
Director of Buildings and Grounds (Building and Grounds): Directs the daily operations. Supervises staff. Manages maintenance of facilities. Coordinates facility use with Department Heads. Prepares and implements budget. Develops and updates policies and regulations. Orders supplies. Oversees landscaping.							
Building Inspector (Community Development): Assures compliance with city ordinances. Identifies building code violations and informs citizens, builders, developers of corrective action. Maintains files and reports on violations and actions. Understand building codes and ability to read blueprints and building specifications. Certification desired.							
Chief Building Official (Community Development): Responsible for technical, administrative and inspection work for construction, alteration, renovation and repair of buildings. Ensures compliance with all codes, laws and regulations. Reviews construction plans, development plans, and proposals to assure compliance. Approves and issues building permits. Supervises inspectors.							
Code Enforcement Officer (Community Development): Assures compliance with city ordinances (including weeds, trash, posters, snow removal on sidewalks, junk vehicles.) Maintains accurate files and reports on violations and actions. Knowledge of municipal codes.							
Community Development Director (Community Development): Develops, manages and evaluates programs including planning, redevelopment, development review, housing rehabilitation and inspections, zoning, building plan review and inspection, code administration and enforcement. Directs and coordinates staff and consultants. Prepares grant applications.							

Position Description	Title/Dept.	Rate how well your position matches the description provided in Column 1. 1=Very Close 2=Close Match 3=Fair Match 4=Poor Match 5=No Match	Minimum Salary (Hourly)	Maximum Salary (Hourly)	Actual Hourly Rate?	How many people does this position supervise including performance review?	Is this position exempt or non exempt from Fair Labor Standards Act?
Planner (Community Development): Performs planning and zoning-related tasks. Provides information and land-use applications, ordinances, codes, design guidelines, plans and related regulatory information to professionals and public. Reviews land use permit applications and site plans. Professional staff to Planning Commission and Board of Adjustment. Administers and interprets zoning ordinance. Prepares amendments to the City's comprehensive plan.							
Secretary II (Community Development): Provides support for the department. Performs general front office duties and provides back-up support to City Hall receptionist. Issues permits and licenses, schedules building inspections for light remodel. Processes billing. Records and transcribes meeting minutes.							
Finance Director (Finance): Performs advanced accounting and oversees management of the City's financial affairs. Processes journal entries and reconciles accounts. Invests City funds. Maintains cash management program for the City. Supervises staff. Prepares statements. Develops and monitors budget. Administers risk management/safety program. Assists auditors.							
Administrative Secretary (Fire): Performs administrative and clerical duties for the Fire Chief. Responds to inquiries. Assists with application, selection and orientation processes of volunteer firefighters. Oversees inventory and distribution of equipment. Coordinates special events and activities.							
Circulation Clerk (Library): Assists at circulation desk. checking material out and in, answering the phone, taking interlibrary loan requests, assigning and collecting fines. Assists patrons with computers. Re-shelves and straightens.							
Librarian I (Library): Performs tasks including cataloging, overdue notices, circulation, patron assistance and administrative support. Performs research and reference work. Prepares booklists, bibliographies, bulletin boards and displays. Plans and conducts programs. Visits schools.							
Librarian II (Library): Provides library services, interlibrary loans, reference work and conducts computer classes. Oversees staff. Installs peripheral components. Assist patrons with computers. Manages reference desk. Prepares displays. Promotes library interest among the community and patrons.							
Library Director (Library): Directs the daily operations. Prepares reports. Prepares and implements the budget. Directs staff. Selects, purchases, catalogs and distributes all books and materials. Develops and reviews policies and procedures. Responds to inquiries from the public.							

Position Description	Title/Dept.	Rate how well your position matches the description provided in Column 1. 1=Very Close 2=Close Match 3=Fair Match 4=Poor Match 5=No Match	Minimum Salary (Hourly)	Maximum Salary (Hourly)	Actual Hourly Rate?	How many people does this position supervise including performance review?	Is this position exempt or non exempt from Fair Labor Standards Act?
Police Data Entry Clerk (Police): Performs record and data processing functions. Answers and routes calls. Monitors front lobby and responds to inquiries. Maintains computer equipment, data files, and video security system.							
Police Captain (Operations): Supervises and directs personnel. Enforces laws. Coordinates training. Assists with department policies. Plans and directs arrests and seizures. Advises officers with cases. Oversees major crime scenes. Prepares, reviews and approves reports.							
Police Captain (Support Services): Supervises and directs personnel. Enforces laws. Investigates internal complaints. Assists with budget and grants. Develops department procedures for approval. Oversees major crime scenes. Prepares, reviews and approves reports. Responds to inquiries from the public.							
Police Chief (Police): Manages, plans and directs overall operations and activities. Oversees enforcement of laws and regulations. Supervises staff. Develops and directs department policies and procedures. Prepares budget and reports. Oversees and prepares grant applications. Responds to inquiries from the public.							
Assistant Golf Course Superintendent (Public Works): Performs semi-skilled manual labor and acts as a lead worker overseeing seasonal staff. Maintains golf course and surrounding grounds. Trains and assists in evaluating employees. Orders materials and supplies.							
Mechanic (Public Works): Performs skilled and semi-skilled manual labor and routine preventative maintenance on equipment. Washes equipment and vehicles. Picks up and delivers City vehicles. Operates power equipment. Assists in snow removal and sewer, park and street maintenance. Performs set up and clean up for special events.							
Foreman (Public Works-Streets): Supervises, trains and assists assigned maintenance workers in the performance of skilled and unskilled manual labor tasks in the repair and maintenance of City streets and as needed parks, sewers, equipment and facilities. Operates construction equipment. Assists Superintendent in planning and assigning tasks.							
Foreman (Public Works-Sewer): Supervises, trains, and assists assigned maintenance workers in the performance of skilled and unskilled manual labor tasks in the maintenance and repair of City sewers as needed streets, parks, equipment and facilities. Operates construction equipment. Responds to citizen inquiries.							

Position Description	Title/Dept.	Rate how well your position matches the description provided in Column 1, 1=Very Close 2=Close Match 3=Fair Match 4=Poor Match 5=No Match	Minimum Salary (Hourly)	Maximum Salary (Hourly)	Actual Hourly Rate?	How many people does this position supervise including performance review?	Is this position exempt or non-exempt from Fair Labor Standards Act?
Foreman (Public Works-Parks): Supervises, trains, and assists assigned maintenance workers in the performance of skilled and unskilled manual labor tasks in the repair and maintenance of City parks and as needed streets, sewers, equipment and facilities. Operates construction equipment. Assists Superintendent in planning and assigning tasks.							
Golf Course Superintendent (Public Works-Parks): Plans, coordinates, directs, supervises and participates in the maintenance, repair and construction of the municipal golf course. Supervises personnel and performs evaluations. Works with Golf Clubhouse Manager on special events. Assists with annual budget preparation. Responds to citizen inquiries.							
Maintenance Worker I (Public Work-Parks): Performs unskilled and semi-skilled manual labor tasks in the construction and maintenance of parks and as necessary streets, sewers, equipment and facilities. Performs preventative maintenance on vehicles and equipment. Assists with set up and clean up for special events.							
Maintenance Worker I (Public Works-Sewer): Performs unskilled and semi-skilled manual labor in the construction and maintenance of sewers and as necessary streets, parks, equipment and facilities. Assists in the maintenance and repair of City sanitary and storm sewers. Assists in inspection of sewer system. Performs preventative maintenance on vehicles and equipment. Assists with set up and clean up for special events.							
Maintenance Worker I (Public Works-Streets): Performs unskilled and semi-skilled manual labor in the construction and maintenance of streets and as necessary sewers, parks, equipment and facilities. Performs preventative maintenance on vehicles and equipment. Performs preventative maintenance on vehicles and equipment. Assists with set up and clean up for special events.							
Maintenance Worker II (Public Works-Parks): Performs skilled and semi-skilled manual labor in construction and maintenance of parks and as necessary sewers, streets, equipment and facilities. Assists with basic carpentry. Performs set up and clean up for special events. Assists with training part-time, seasonal, maintenance worker I.							

Position Description	Title/Dept.	Rate how well your position matches the description provided in Column 1. 1=Very Close 2=Close Match 3=Fair Match 4=Poor Match 5=No Match	Minimum Salary (Hourly)	Maximum Salary (Hourly)	Actual Hourly Rate?	How many people does this position supervise including performance review?	Is this position exempt or non exempt from Fair Labor Standards Act?
Maintenance Worker II (Public Works-Sewer): Performs skilled and semi-skilled manual labor in the construction and maintenance of sewers and as necessary streets, parks, equipment and facilities. Inspects, maintains and repairs sanitary and storm sewers. Operates equipment. Performs maintenance on vehicles and equipment. Performs set up and clean up for special events. Assists with training.							
Shop Foreman (Public Works): Supervises skilled automotive and heavy equipment mechanic work, equipment inspections, maintenance of vehicle records and oversight of a comprehensive fleet preventative maintenance program. Prioritizes, assigns and supervises work of mechanics and assistants. Prices and purchases vehicle parts and supplies. Designs and constructs needed special equipment.							
Superintendent (Public Works-Parks): Plans, coordinates, directs and supervises the maintenance, repair and construction of parks, athletic fields and recreational activities. Supervises and evaluates personnel. Requisitions necessary materials. Supervises maintenance of park vehicles and equipment. Conducts periodic safety inspections. Develops departmental procedures and regulations.							
Superintendent (Public Works-Streets): Plans, coordinates, directs and supervises the maintenance, repair and construction of streets. Supervises and evaluates personnel. Requisitions necessary materials. Supervises maintenance of vehicles and equipment. Conducts periodic safety inspections. Develops departmental procedures and regulations.							
Assistant Recreation Director (Public Works-Parks): Assists in planning, directing of recreational activities, special events, sports leagues and tournaments. Supervises and evaluates personnel and volunteers. Responds to citizen inquiries. Assists budget preparation, donations and sponsorships. Prepares reports, evaluations and correspondence.							
City Engineer (Public Works): Plans, directs and coordinates engineering activities. Directs design and construction of engineering projects. Directs and reviews plans. Plans and develops future infrastructure. Assists with preparation and administration of the budget. Prepares reports.							
Public Works Director (Public Works): Manages, plans, directs and oversees operations and activities of the department. Oversees enforcement of codes, ordinances and regulations. Supervises employees. Directs development and implementation of long-range plans. Prepares departmental budget and details for capital projects. Prepares reports.							

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Golf Course Services Manager (Recreation): Responsible for the management and operation of municipal nine-hole golf course, pro shop and concession area. Responsible for cash and daily deposits. Oversees maintenance and cleaning. Responsible for leagues and handicapping. Supervises staff and performs evaluations. Assists with annual budget preparation. Responds to citizen inquiries. Develops and implements safety and training programs.							
Program Coordinator (Recreation): Responsible for planning, directing and supervising youth and adult sport leagues and tournaments. Supervises part-time staff at Community Center evenings and weekends. Responds to citizen inquiries. Assists with development of marketing materials. Assists in solicitation of donations and corporate sponsorships. Prepares reports, evaluations and general correspondence.							
Program Director (Recreation): Responsible for planning, directing and coordinating senior program, special services vehicle and employee wellness program. Assists with special events. Supervises part-time staff and volunteers. Assists in solicitation of donations and sponsorships. Prepares reports, evaluations and correspondence.							
Recreation Director (Recreation): Directs overall planning and supervision of recreational activities. Oversees daily operation. Supervises staff. Responds to inquiries from the public. Develops marketing information. Develops and implements Master Parks and Recreation plan. Solicits donations and corporate sponsorships.							
Secretary/Receptionist (Recreation): Serves as receptionist and performs clerical functions. Responsible for receipts of all money. Opens and processes incoming mail. Responds to citizen inquiries. Schedules recreation facilities. Processes purchase orders.							
Recreation Supervisor (Recreation): This part-time position assists in the operation of the Community Center. Responsible for opening, closing and supervising the facility. Sets up equipment. Supervises scorekeepers and timers. Coordinates activities of community service workers and volunteers. Responds to inquiries and assists the public. Prepares written reports and schedules facility usage.							