



## 2019 CTSI Salary & Benefits Survey

The survey consists of filling out data collection forms with your relevant job and most recent hourly rate information for all comparable jobs for a number of pre-selected representative positions. If you do not have a comparable position for one or more of the positions, do not provide data for those.

Download the 2019 Salary Data Input Form and the Benefits form provided at [www.ctsi.org](http://www.ctsi.org) or included in this email.

**Return an electronic copy of the completed forms by May 20, 2019 to [dmumey@ctsi.org](mailto:dmumey@ctsi.org)**

### Instructions for completing the Data Wage Sheet

- **Decide which Summary Group # and Benchmark Job # you will use for each job from the list provided.**

Use a consistent scheme in matching the group and job numbers for your county. The benchmark jobs are generic groups intentionally chosen to encompass similar jobs in both small and larger counties.

You may not have comparable jobs for all Benchmarks and you may not use all Benchmarks provided. If you simply can't make a decision, you can call Dana Mumey and she will assist based on past surveys, the information you have, and similar sized county data. We will not use data from jobs that are not matched to a given Benchmark. Dana's phone number is 303-861-0507.

- **Enter the Summary Group # and Benchmark Job #**

Enter the Summary Group and Job Benchmark *numbers*. **Or** you may enter the Benchmark Job title in full, without abbreviations, exactly as it appears on the Benchmark list.

Do NOT enter jobs that are not employees, such as elected officials. You may enter jobs for contract employees or for part-time employees, so long as they are converted to an hourly rate (when you get to that step).

Enter your county's comparable job title and department. These are used only to confirm the Benchmark selection you have made.

- **Enter the most recent hourly rate**

Enter one hourly numeric rate for *each* individual job which is held by an employee in your county. Do not enter text or special formatting into the cells. If you have 15 administrative assistants, you will have 15 separate lines of information. Do NOT enter a wage range for the job. Do NOT enter your county average. Do NOT enter rates for jobs not currently filled.

In order to convert a base annual salary to an hourly rate, divide the annual salary by 2080 hours or use another method as indicated by your payroll system.

- **Save a copy of your completed work.**

- **Return the data by email**

Return the completed salary data form and the Benefit form by email attachment to [dmumey@ctsi.org](mailto:dmumey@ctsi.org).



## Benchmark Summary Groups, Job Titles, Numbers & Descriptions

### 1. General Management and Administration

1. **County Manager:** Directs and coordinates administration of county government in accordance with policies determined by BOCC. Reports directly to the BOCC on behalf of other department heads and elected officials, authorized to act on behalf of BOCC on day to day management of county. Supervises or communicates with department heads. May prepare annual budget and submit estimates to authorized elected officials for approval.
2. **Department Manager:** Directs, controls budget, and coordinates activities of complex and multifaceted county programs under any one of several single functional umbrella and supervises other supervisors and associated employees. Would include responsibility for budget development, planning and proposal to BOCC, budget oversight and reporting, regulatory compliance and reporting, staff training, development, hiring and administrative oversight, and all other duties related to the direction of a functional unit. Responsibilities would be measured by size of budget, size of staff, regulatory complexity, number of state or federal agencies involved, and so forth. Would include all major Departments under County umbrella including DHS, Maintenance, Planning, Building and Zoning, Recreation, Landfill, Airport, Senior Center Director and all other departments and complex functional units. Could managers of larger grant funded operations with separate ongoing funding, full budget and regulatory responsibilities, and more than two other staff, such as public housing.
3. **Administrative Supervisor:** Performs moderately difficult to complex administrative duties which may include report creation, financial records maintenance, assisting staff handle more difficult situations requiring the use of independent judgment, initiative, or discretion, composing correspondence regarding such problems, and maintaining, oversight or verification of computerized records of complex systems. Example: Elections Administrator under County Clerk and Recorder.
4. **Administrative Assistant:** (also administrative clerk or secretary). Under supervision of elected official, department manager, or administrative supervisor. Performs routine to moderately difficult duties which may include collecting and recording monies, records maintenance, answering the telephone, assisting staff and clients, composing correspondence, and creating and maintaining computerized records. More experienced incumbents may perform responsible and some complex clerical work of an administrative nature. Work does not require the use of independent judgment, initiative, or discretion as decisions are closely supervised by manager, administrator or elected official. May receive, disburse, and records monetary transactions for public utilities or other services. May via automated systems, also post data to accounts, balance receipts and disbursements, and prepare bank deposit slips.
5. **County Attorney:** Responsible for all legal affairs for the BOCC. Any staff level. Requires J.D.
6. **Legal Assistant:** Performs administrative, paralegal or legal secretarial functions for the County Attorney's Office. If paralegal will appear at top of pay range.
7. **Grant Program Manager:** Directs and coordinates independently funded county program and supervises associated employees.

### 2. Communications and Computer Systems

8. **Networked Systems Administrator:** Designs, implements and maintains voice communication and/or data network systems within the County network. Provides supervisory and technical work guidance to less experienced technicians and programmers. Responsible for evaluation, selection, budgeting control, and implementation of compatible and complimentary systems for the county operations.

9. **Computer Systems Programmer:** Provides computer-based services by writing or developing computer programs or routines in a computer language or code for county departments.
10. **Computer Systems Operator** Responsible for day-to-day computer operations and for creating and maintaining back-up files for all mainframe computer-based applications and operating systems.
11. **Communications Dispatcher:** Answers telephone and directs calls to appropriate department or staff, answers or refers inquiries, greets and directs visitors, and notifies personnel of visitors' arrival. May also operate and/or maintain specialized telecommunications system. Under the supervision of a shift supervisor, receives calls to the 24-Hour Communications Center, analyzes the calls, and routes the request for response. Notifies law enforcement, fire, and ambulance personnel of requests for service and follows through on all responses.

### 3. Finance & Accounting

12. **Finance Analyst:** (also Budget Analyst). Responsible for the overall administration of the finance department and coordinates all county financial activities for the manager/chairman. May have an accounting degree; if not would be regularly audited by an accountant. Responsible for budgeting, and accounting records and developing expenditure and revenue estimates for department. Submits annual budget requests and assists in planning and developing budgets for the departments. Might also perform specialized purchasing duties. May have an accounting degree; if not would be regularly audited by an accountant. (See Department Manager)

13. **Accountant:** Responsible for maintaining county accounting systems; requires bachelor's degree (entry level professional). Performs responsible accounting work in maintaining governmental financial records. Under supervision of CFO or county auditor, balances books and compiles reports to show such information as cash receipts and expenditures and accounts payable and receivable.

**Bachelor's degree required.**

14. **Accounting Technician:** Under supervision of CFO, county auditor, or accountant, performs routine to midlevel bookkeeping work. Under the supervision of CFO, county auditor or accountant, responsible for performing routine clerical accounting and bookkeeping tasks, such as matching invoices for payment, processing accounts receivable or accounts payable, processing warrants, creating or maintaining bookkeeping entries, etc. Might also perform specialized purchasing duties.

### 4. Elected Official Staff, Other

15. **Chief or Deputy Assessor:** Performs responsible supervisory work in assisting in the direction of the Assessor's office. Under general direction, assist with planning organizing, and directing the functions of the Assessor's office provide staff and work supervision as directed by the Assessor, to provide special assistance with complex or unusual problems and other work as assigned.

16. **Chief or Deputy County Clerk:** Performs responsible supervisory work in assisting in the direction of the County Clerk's office. Under general direction, assist with planning, organizing, and directing the functions of the County Clerk's office provide staff and work supervision as directed by the County Clerk, to provide special assistance with complex or unusual problems and other work as assigned. May be assigned to one or more: motor vehicle or treasury or other County Clerk functions or divisions, such as Motor Vehicle Clerk.

17. **Assistant County Clerk:** Performs clerical and fiscal work relative to the operations and functions of the County Clerk's Office, maintains all records and documents, receives and disburses funds, deals with public, normally does not supervise other office workers. Performs routine clerical tasks to include compiling data and operating a personal computer in maintaining records and reports.

18. **Appraiser (Personal Property):** Requires appraisal license. Locates and appraises personal property in order to assist with the development and documentation of the county tax digest.
19. **Appraiser (Real Property):** Requires appraisal license. Locates and appraises residential and commercial property in order to assist with the development and documentation of the county tax digest.
20. **Appraisal (or Property Records) Technician:** Performs responsible detailed clerical work in the maintenance of real, personal and mineral rights property records, assists with property tax billing procedures and provides information of record to the public. May be responsible for training and supervision of entry level operators.

## 5. Facilities, Grounds, Recreation

21. **Maintenance Mechanic:** Performs heavy to light cleaning in and/or around government buildings and occasional semi-skilled maintenance and repair work including simple leak repairs, light carpentry repair, HVAC maintenance, light drywall repair, touch-up painting, etc., but not plumbing or electrical work. If supervises two or more other employees would still be in this class unless Foreman or Administrative Supervisor.
22. **Recreation Worker:** Performs a wide range of maintenance responsibilities of routine to moderate difficulty, including the operation of various types of equipment in the recreation department.
23. **Recreation Specialist:** Responsible for planning and supervising specialized recreational programs for youth and adults (entry level professional position).
24. **Baling Foreman:** Under direct supervision of the Landfill Manager, oversees programs and conducts maintenance and repair activities for bale fill equipment including stationary and mobile equipment for baling and landfill operations. Supervises the performance of manual labor in the baling facility and surrounding areas in accordance with the established county, state and federal regulations. This position supervises all levels of equipment operators and maintenance workers.
25. **Landfill Operator:** Under the supervision of the Landfill Manager, conducts semi-skilled and manual baling and landfill operations for the county. Performs a wide range of maintenance responsibilities of routine to moderate difficulty, including the operation of various types of equipment at the county landfill. Performs heavy to light cleaning in and/or around buildings and occasional semi-skilled maintenance and repair work including simple repairs of buildings but not specialized landfill machinery. May also require a CDL, but see Equipment Operator. Under the direct supervision of the foreman, operates equipment and performs manual labor in the baling facility and surrounding areas in accordance with the established county, state and federal regulations.

## 6. Law Enforcement, Emergency Response

26. **Manager Coordinator of Emergency Medical Services:** Full-time director for ambulance service with full-time or part-time EMS certified paramedics and drivers and an administrative staff. Responsible for financial operations, personnel related duties, development of policies and procedures, facilities and equipment management, long range planning and other management responsibilities. Volunteer or paid operations.
27. **Emergency Medical Technician:** Will hold a Colorado EMT-Intermediate certification in addition to a valid Colorado driver's license, ACLS certification<sup>1</sup> and ELS certification. Will respond to all emergency and non-emergency calls as appropriate and in accordance with federal, state, and local medical and professional standards.
28. **Undersheriff Administration:** POST certified. Performs a variety of complex law enforcement duties Enforces State and Federal Laws and County and Municipal ordinances as required for the protection of life, health, safety, welfare, and property. Fulfills statutory requirements of the Sheriff as

required. Under general supervision of Sheriff, assigned primary duty of managing administrative staff, including dispatchers, and operations.

29. **Captain:** Performs technical and supervisory work in the areas of criminal investigation, detention, public safety, special services, SWAT and related areas; supervises court house security, prisoner transportation, civil process, writs, and bench warrants; supervises sergeants and other staff in the performance of duties. Must supervise at least two other staff.

30. **Investigator or Sergeant:** Performs technical and supervisory work in the areas of criminal investigation, detention, public safety, special services, SWAT and related areas; supervises court house security, prisoner transportation, civil process, writs, and bench warrants; supervises deputies and other staff in the performance of duties.

31. **Undersheriff Patrol:** POST certified. Under general supervision of Sheriff, assigned primary duty of managing patrol staff and operations. Performs a variety of complex law enforcement duties. Enforces State and Federal Laws and County and Municipal ordinances as required for the protection of life, health, safety, welfare, and property. Fulfills statutory requirements of the Sheriff as required.

32. **Deputy Patrol:** POST certified. Performs a variety of complex law enforcement duties Enforces State and Federal Laws and County and Municipal ordinances as required for the protection of life, health, safety, welfare, and property. Fulfills statutory requirements of the Sheriff as required.

33. **Detention Manager:** POST certified. Performs a variety of complex law enforcement duties Enforces State and Federal Laws and County and Municipal ordinances as required for the protection of life, health, safety, welfare, and property. Fulfills statutory requirements of the Sheriff as required. Under general supervision of Sheriff, assigned primary duty of managing detention staff and facility.

34. **Detention Officer:** Not POST certified. To insure the safety and security of the jail, inmates, and the public, to provide individual assistance and services to inmates and the public so that the mental and physical condition of the inmates is maintained at an acceptable level To serve as court security and transport officers, in accordance with legal standards.

## 7. Personnel, Payroll

35. **Personnel Analyst:** Performs a variety of routine and complex administrative, technical, and professional work in analyzing and administering various components of the personnel system including job analysis, compensation analysis, applicant screening, examination, selection, labor relations, and training.

36. **Personnel Director:** Formulates and carries out policies relative to personnel administration and conducts programs concerning employee recruitment, selection, training, development, retention, promotion, compensation, benefits, and occupational safety.

37. **Benefits Technician:** Performs duties in the preparation of payroll and required reports. Assigns monthly Workers Compensation expenditures to proper departments and assists with COBRA coverage for ex-employees. Evidence of knowledge of applicable standards required. Performs routine clerical work in the compilation and maintenance of personnel records. Records may include promotions, discharges, wage scales, training status, and salaries. May also be responsible for conducting orientation session with new employees.

## 8. Planning, Zoning, Building, Inspections

38. **Planner:** Performs skilled technical work associated with zoning, enforcement of codes and ordinances, historic preservation planning, transportation planning, environmental planning, and/or community planning.

39. **Plans Examiner:** Reviews, plans and performs inspections to assure all new residential and commercial construction and facilities conform to zoning and building codes to include building, mechanical, electrical, plumbing, community sanitation standards and related procedures.
40. **Planner Assistant:** Performs semi-skilled technical work under supervision of the Planners associated with zoning, enforcement of codes and ordinances, historic preservation planning, transportation planning, environmental planning, and/or community planning
41. **Building Inspector:** Performs technical work by inspecting new and existing buildings and structures to enforce conformance to building codes, grading and zoning laws and approved plans, specifications and applicable engineering or health, safety or environmental standards.
42. **Geographic Information Systems Specialist:** Under the direction of the departmental director, creates, administers, develops, and maintains the county GIS, including existing and new databases and data sets. Develops and implements operational policies and procedures and supervises technical staff.
43. **Mapper/Cartographer:** Prepares and revises maps either manually or with computer-based programs.

## 9. Public and Environmental Health

44. **Public Health or Environmental Health Director:** Directs, controls budget, and coordinates activities of complex and multifaceted county health and/or environmental health programs under any one of several single functional umbrella and supervises other supervisors and associated employees.
45. **Scientist/Degreed Professional:** Any number of scientific staff positions which require a four year college degree or more, whose purpose is to provide up to date scientific, technical, research, and consultant services, or to run scientific programs or services in the defined area of expertise. Example: agronomist, biologist, environmental staff scientist.
46. **Public Health Nurse Manager:** Under the direction of the Director, has overall responsibility for the supervisor and monitoring of a team of professional caregivers (R.N. to P.C.P.) as well as coordination of patient care with team members and provision of optimal case management, and the delivery of in-home care services. Supervises staff in the provision of care according to federal, state and local law. Include all licensed nursing professionals in this category.
47. **Public Health Personal Care Provider:** Under the direction of the Nurse Manager or Public Health Director, performs non-skilled personal care services to clients' in the home setting. Work is performed under the general supervision of a nurse manager or other supervisory staff.
48. **Weed Control/Pest Control Assistant:** Incumbents learn and perform a variety of physical laborer duties to carry out the safe and environmentally legal maintenance of county roadsides and ditches, including herbicide application, insecticide application, mowing and raking operations with machinery requiring a CDL (or not) and safe clean-up procedures and equipment maintenance.
49. **Weed Control/Pest Control Supervisor:** Provides legally compliant and knowledgeable direction, implementation and completion of the county plan for pest and weed control operations, including the safe and environmentally legal maintenance of county roadsides and ditches, including herbicide application, insecticide application, mowing and raking operations with machinery requiring a CDL (or not) and safe clean-up procedures and equipment maintenance, and coordinating all county efforts under state and federal requirements.

## 10. Road and Bridge Building and Maintenance

50. **Chief County Engineer:** Licensed engineer required. Responsible for technical oversight of setting standards and final review of compliance on all planning and engineering of construction work on the

county's road system; prepares division budgets; reviews, approves and monitors the design, planning, construction, and prioritizing of all road and bridge construction projects, makes recommendations for budget to the Board of County Commissioners, and exercises final oversight on civil engineering and construction designs; inspection and reporting on roads, bridges, and drainage structures; review of construction plans and development agreements, project and contract specifications and cost estimates according to county engineering standards.

**51. Civil/Water/Traffic Engineer:** Under supervision of Chief Engineer, responsible for preliminary review and approval of engineering plans, studies and designs of new developments; determines required upgrades of county roads to support development; performs traffic, sewer, drainage and water system analyses as required. Exercises responsibility for oversight on civil engineering and construction designs; inspection and reporting on roads, bridges, and drainage structures; and review of construction plans and development agreements as assigned. May assist in the preparation of final project and contract specifications and cost estimates according to county engineering standards. Requires undergraduate degree in appropriate engineering field.

**52. Engineering Tech (all levels):** Non licensed technical position requires at least an associate's degree in engineering technical or substantially equivalent experience and/or extensive training on applicable laws, rules and county regulations. Under the supervision of the Chief Engineer and engineering staff, performs civil engineering and construction related clerical and administrative activities including preliminary drafts of designs; preliminary inspection and reporting on roads, bridges, and drainage structures; preliminary review of construction plans and development agreements, develops preliminary project and contract specifications and cost estimates according to county engineering standards, and maintains records on county projects and facilities, and may assist with surveying or transportation inspections.

**53. Transportation Inspector:** Serves as field project manager, conducts on-site inspections of bridges, roads, driveway, utility, residential and commercial developments and other special projects in the county; evaluates contractor's performance, ensures road and bridge construction projects comply with minimum county standards and state regulations. Evidence of knowledge of applicable technical and regulatory standards required.

**54. Road and Bridge Equipment Operator (all levels):** Under the direct supervision of the assigned departmental foreman, operates and maintains all equipment and operates in accordance with the established county, state and federal regulations. Requires CDL and ability to complete any additional required training.

**55. Road and Bridge Foreman/Crew Leader:** Under direct supervision of the Department Manager, acts as lead team member for work crews of three or more assigned workers assigned to road maintenance programs. This position supervises all levels of Equipment Operators and Maintenance workers within the assigned team, and is responsible for on-site supervision, time keeping, and other logistical support to the crew in order to ensure timely and professional completion of work.

**56. Road and Bridge Maintenance Worker:** Under the direct supervision of the Department Manager or the Road and Bridge Foreman or Crew Leader, conducts unskilled, semi-skilled and manual work for the county. Performs a wide range of manual responsibilities of routine to moderate difficulty, and some semi-skilled maintenance and repair in accordance with the established county, state and federal regulations.

**57. Vehicle Mechanic:** Repairs and overhauls graders, plows, forklifts, automobiles, buses, trucks, and other automotive vehicles.

## 11. Department of Human Services

58. **DHS Case Manager:** Senior managerial supervisor of caseworkers doing direct client work. Under the general supervision of the Department Manager, supervises team of Caseworkers in accordance with federal, state and departmental standards, performs related administrative and supervisory duties. Must be a MSW or equivalent, all others are administrative supervisors.

59. **DHS Intake Technician:** Meets with clients, reviews and assembles client records, and assists in eligibility determinations under federal, state and local law and regulation. May perform routine bookkeeping work in maintaining governmental financial records. Performs routine to moderately difficult duties which may include assisting staff and clients, composing correspondence, and creating and maintaining computerized records. More experienced incumbents may perform responsible and some complex clerical work of an administrative nature. Work does not require the use of independent judgment, initiative, or discretion as decisions are closely supervised by manager or Administrative Supervisor.

60. **DHS Caseworker (all levels):** Degreed professional responsible for the provision of a complete array of social services to qualified clients under federal, state and locally funded and regulated programs. Usually assigned to direct client work under one or more complex aid programs.

61. **Senior Center Van Driver:** Operates van to pick up and transport senior citizens to various locations throughout the county, performs preventive maintenance on van(s), maintains trip and mileage reports, and assists passengers with getting in and out of vehicle. Requires Background check.