

<b>10035</b>	<b>Personal Assistant to an Elected Official</b>	Quality of Match	Less:	6%	Equal:	87%	More:	8%

Compensation Data Calculated On: 35 hours per week

Provides secretarial services to an Elected Official. Prepares agendas or minutes. Manages scheduling for the Official. Assists with the preparation of motions, and responds to routine correspondence and inquiries. May also be responsible for attending in camera meetings and public hearings to assist the Official, as required. Would typically be assigned to the Official from a pool.

Compensation Analysis	# of Municipalities	# of Job Rates	# of Observations	25th %ile	Median	75th %ile	Mean
<b>All Municipalities</b>							
<b>Job Rate – Job Rate Weighted</b>	26	27	91	67.7	73.5	82.7	74.8
<b>Job Rate – Municipality Weighted</b>	26	N/A	91	67.6	73.5	80.5	74.7
<b>Job Minimum</b>	26	N/A	N/A	56.2	61.6	66.5	62.3

Other Practices	% of Municipalities	Hours of Work	% of Municipalities	Reporting Level	% of Municipalities
Job Eligible for Overtime	80.8	35 hour week	92.3	Level 2 – Reports to CAO/City Mgr	25.0
Job Eligible for Incentives	3.8	37.5 hour week	0.0	Level 3 – Reports to Level 2	75.0
Job Covered by Collective Agreement	0.0	40 hour week	0.0		
Salaried Role	96.2	42 hour week	0.0		
Hourly Paid Role	3.8				
Merit Pay Structure Type	34.6				
Step Pay Structure Type	65.4				
Job Premium	0.0				
Performance-based Lump-sum Award	30.8				

Career Progression	# of Municipalities	Median	Mean
Number of Steps from Job Minimum to Job Rate	17	5	5
Number of Years from Job Minimum to Job Rate	19	4	4

Note: Above compensation data are displayed in CAD \$000s for a full-time equivalent employee. Please refer to the Terms and Definitions in the "Using the Survey Results" section of the report for an explanation of the specific items on this page. All data are weighted by municipality unless otherwise indicated.

**PT100 Deck Supervisor**

Compensation Data Calculated As: Hourly Rate

On deck supervisor of aquatic instructional programs. Other duties may include public relations, supervising and mentoring staff, quality assurance, and behaviour management. Current certifications are required.

Compensation Analysis	# of Municipalities	# of Job Rates	25th %ile	Median	75th %ile	Mean
<b>All Municipalities</b>						
Entry PT Rate – Entry Rate Weighted	20	20	17.73	20.87	23.69	21.09
Entry PT Rate – Municipality Weighted	20	N/A	17.73	20.87	23.69	21.09
Max PT Rate – Max Rate Weighted	20	20	18.70	22.55	27.85	23.58
Max PT Rate – Municipality Weighted	20	N/A	18.70	22.55	27.85	23.58
Standard hours per week – Standard hours Weighted	20	20	24.00	24.00	24.00	25.05
Standard hours per week – Municipality Weighted	20	N/A	24.00	24.00	24.00	25.05
Number of steps from Entry to Max – # of steps Weighted	14	14	2.00	3.00	5.00	3.43
Number of steps from Entry to Max – Municipality Weighted	14	N/A	2.00	3.00	5.00	3.43
Number of years from Entry Rate to Max Rate – # of years Weighted	14	14	1.00	3.00	5.00	3.00
Number of years from Entry Rate to Max Rate – Municipality Weighted	14	N/A	1.00	3.00	5.00	3.00

	# of Municipalities	# of Observations	% of Municipalities	% of Observations
Step Progression	15	15	75.00	75.00
Salary Range	1	1	5.00	5.00
Single Rate	4	4	20.00	20.00
Seasonal Position	2	2	10.00	10.00
Pay premium for certificate	0	0	0.00	0.00

Other Practices	% of Municipalities
Job Covered by Collective Agreement	25.0

Note: Above compensation data are displayed as an hourly rate in CAD \$ for a part-time employee. Please refer to the Terms and Definitions in the "Using the Survey Results" section of the report for an explanation of the specific items on this page. All data are weighted by municipality unless otherwise indicated.