



## URBANA PARK DISTRICT – SALARY AND BENEFITS SURVEY

The Urbana Park District requests your assistance in providing data related to compensation and benefits in your organization.

GovHR USA is serving as the District’s Consultant on this project. Therefore, please complete and return the survey directly to Joellen Cademartori of GovHR USA at [jcademartori@govhrusa.com](mailto:jcademartori@govhrusa.com) by **Wednesday, August 21, 2019**.

Thank you again for your assistance.

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### CONTACT AND ORGANIZATION INFORMATION

**Park District:**

**Name of person completing survey:**                      **Title:**

**Phone Number:**                                      **Email address:**

When do you next anticipate giving an across-the-board salary increase to employees?

How much do you expect that increase to be?

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### PART I - SALARY SURVEY

- Each classification has a brief description to help identify positions for which we request the various rates. Please do not rely on job titles alone and review the brief job descriptions before making any job matches. Indicate your park district’s JOB TITLE, if different, in the space provided.
- Please report your rates on an annual or hourly basis. Please do not include overtime or longevity pay, providing only the base pay rate in the data you provide.
- The MINIMUM RATE is generally considered the entry level pay for the position, while the MAXIMUM RATE is the top level pay.
- Indicate the HOURS PER WEEK in the space provided; e.g., 35 hours, 37.5 hours, 40 hours, etc.
- If you only have “actual” salaries, please put the actual salary being paid in the MINIMUM RATE section. If there is more than one person in the position, please provide the “actual average”.
- Click the “TAB” key to move through the document.

**ADMINISTRATION**

**BUSINESS MANAGER**

Responsible for all the business, financial, personnel and information technology functions of the district. Ensures compliance with all laws and regulations as well as facilitates and monitors the financial well-being of the district. Supervises the accounting and clerical staff of the Administration office and the Human Resources Manager.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**HUMAN RESOURCES MANAGER**

Under the supervision of the Business Manager, oversees the human resources functions of the district including developing and administering personnel policies and procedures, risk management responsibilities, and the administration of the employee benefits and workers' compensation programs.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**OFFICE MANAGER**

Coordinates the operations of a division, office or center. Supervises or oversees the work of clerical and office support staff as well as seasonal employees, interns and volunteers. Facilitates communication between divisions. Coordinates multiple projects requiring initiative and confidentiality. Performs a variety of clerical and computer operations and provides customer service to internal and external customers.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**ACCOUNTING ASSISTANT II**

Provides support for the Business Manager. Manages accounts payable and other vendor transactions. Oversees payroll process including coordinating with financial institutions and supervisors, completing employee withholding and payroll taxes and preparing reports and maintaining payroll records. Oversees procurement card process. Assists in monthly reporting, annual budget and audit procedures.

Your Job Title, if different:
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Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**ACCOUNTING ASSISTANT I**

Provides support to the Business Manager and Accounting Assistant II. Inputs data into the general ledger; creates and updates general ledger account numbers. Verifies and audits daily receipts. Performs bank reconciliation duties. Processes refunds for park district customers. Performs accounts receivable reconciliations. Updates annual budget in park district software.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**PLANNING & OPERATIONS**

**SUPERINTENDENT OF PLANNING & OPERATIONS**

Responsible for the planning, organization, implementation, and evaluation of a comprehensive maintenance program for all parks, facilities, and equipment owned or operated by the district.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**PARK PLANNER**

Under the supervision of the Superintendent of Planning & Operations, coordinates all planning, implementation, and design projects and reports including strategic planning, trails master plan, master plans, site plans, conceptual plans, landscape/planting plans, inventories, analysis and budget documents and natural resource related planning. Coordinates with community groups and represents the district in community and regional planning efforts.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**FACILITIES MAINTENANCE SUPERVISOR**

Under the supervision of the Superintendent of Planning & Operations, manages the facility division’s annual budget, directs the annual work plan for the group and oversees functions of facility maintenance, carpentry, plumbing, mechanics, electrical, janitorial and light construction. Assigns staff’s participation in jobs, instructs in standard work procedures and equipment operation, and ensures the proper completion of assignments by the maintenance crew.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**EQUIPMENT TECHNICIAN**

Under the supervision of the Facilities Maintenance Supervisor, performs normal and routine operations for vehicle fleet maintenance. Repairs small engines and equipment. Maintains grounds equipment. Completes fabrications/welding. Maintains written vehicle maintenance records and part inventory records. Orders replacement equipment. CDL required.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**FACILITIES MAINTENANCE TECHNICIAN II**

**Under the supervision of the Facilities Maintenance Supervisor, performs routine maintenance work that includes but is not limited to carpentry, electrical, HVAC, plumbing, painting, custodial tasks and light construction. Performs as an experienced operator of large equipment such as a backhoe, bobcat, 1 ton truck, aerial truck, truck with a trailer, etc. CDL required or obtainable within 6 months.**

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**FACILITIES MAINTENANCE TECHNICIAN I**

Under the supervision of the Facilities Maintenance Supervisor, performs routine maintenance work that includes but is not limited to carpentry, electrical, HVAC, plumbing, painting, custodial tasks and light construction. Gains experience in the operation of large equipment such as a backhoe, bobcat, 1 ton truck, aerial truck, truck with a trailer, etc. CDL required or obtainable within 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:

Comments:		

**CUSTODIAN**

Under the supervision of the Facilities Maintenance Supervisor, maintains building and equipment in safe and efficient working order. Maintains secure buildings, including closing and opening. Performs janitorial work: cleans floors, windows, walls, offices, empties trash/recycle bins, and restrooms in district facilities. Completes class room set-ups and take-downs for program and rental needs.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**SEASONAL PARK MAINTENANCE WORKER (Part-time)**

Under the supervision of the Facilities Maintenance Supervisor, performs unskilled work in the repair, maintenance, custodial work, and upkeep of the facilities and grounds. Performs janitorial work in District buildings. Uses hand and power tools. Performs “set ups” for rentals of buildings and pavilions.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**GROUNDS MAINTENANCE SUPERVISOR**

Under the supervision of the Superintendent of Planning & Operations, manages the grounds division’s annual budget, directs the annual work plan for the group and oversees functions of grounds maintenance, gardens, flower beds, arbor, athletic field maintenance, turf, and the support of the District’s natural areas. Assigns staff’s participation in jobs, instructs standard work procedures and equipment operation, promotes safe work practices, and ensures proper completion of assignments. CDL and Pesticide Applicator’s license required or obtainable in 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**ARBOR TECHNICIAN**

Under the supervision of the Grounds Maintenance Supervisor, assists in the development and implementation of a comprehensive tree maintenance program. Plants and cares for new trees and shrubs. Prunes dead and diseased branches; removes dead and/or potentially hazardous trees and limbs. Performs fertilizer and herbicide calculations, preparations and applications. Class B CDL with Air Brake Endorsement required. Certified Arborist credential and Pesticide Operator’s license required or obtainable within 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**LANDSCAPE COORDINATOR**

Under the supervision of the Grounds Maintenance Supervisor, plants and cares for trees, shrubs, perennials, and annuals on park district property. Plans, establishes, and evaluates the annual planting beds. Prunes trees, shrubs, and herbaceous perennials. Evaluates landscape and seeks ways to improve it on a daily basis. Performs fertilizer and herbicide calculations, preparations and applications. Pesticide Operator’s license required; CDL required or obtainable within 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**GROUND MAINTENANCE TECHNICIAN II**

Under the supervision of the Ground Maintenance Supervisor, performs routine landscape tasks including the care of trees, shrubs, flowers, turf grass, and natural areas. Directs, coordinates, and prioritizes park-wide mowing schedule. Assists with and/or directs the safe execution of prescribed burns. Performs as an experienced operator of large equipment such as a backhoe, skidsteer, one and two ton dump truck, and a truck with trailer. Requires CDL and Midwest Ecological Prescription Burn Training certificate or equivalent; Pesticide Operator’s license required or obtainable in 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**GROUNDS MAINTENANCE TECHNICIAN I**

Under the supervision of the Ground Maintenance Supervisor, performs routine landscape tasks including the care of trees, shrubs, flowers, turf grass, and natural areas. Assists with the safe execution of prescribed burns. Gains experience as an operator of large equipment such as a backhoe, skidsteer, one and two ton dump truck, and a truck with trailer. CDL, Midwest Ecological Prescription Burn Training certificate or equivalent and Pesticide Operator’s license required or obtainable in 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**ATHLETIC FIELDS TECHNICIAN**

Under the supervision of the Grounds Maintenance Supervisor, prepares ball diamonds for games. Repairs and maintains ball diamond equipment and features. Performs routine maintenance on ball diamond maintenance equipment. Prepares soccer fields, rugby fields, and cricket fields for play. Performs fertilizer and herbicide calculations, preparation and applications. Pesticide Operator’s license required or obtainable in 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**SEASONAL LANDSCAPE MAINTENANCE WORKER (Part-time)**

Under the supervision of the Grounds Maintenance Supervisor and Landscape Technician, performs various maintenance tasks, such as aerating, mowing, trimming, seeding and fertilizing. Plants annuals, perennials, shrubs and trees. Waters and weeds landscape beds.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**CONSTRUCTION MAINTENANCE SUPERVISOR**

Under the supervision of the Superintendent of Planning & Operations, manages the construction division’s annual budget, directs the annual work plan and oversees functions of construction maintenance, carpentry, painting, concrete work, and installations. Assigns staff’s participation in jobs, instructs standard work procedures and equipment operation, and ensures proper completion of assignments. CDL and Pesticide Operator’s license required or obtainable in 6 months; Playground Safety Inspector License/Certification required.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**AQUATICS MAINTENANCE SUPERVISOR**

Under the supervision of the Superintendent of Planning & Operations, supervises all aspects of maintenance for the district’s aquatic facilities. Schedules maintenance; oversees custodial activities. Implements a comprehensive safety program. Hires, trains, supervises, evaluates and recommends disciplinary action for all full-time/intermittent/seasonal aquatic maintenance staff. Aquatic Facility Operator or Certified Pool Operator certification required or obtainable in 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**RECREATION**

**SUPERINTENDENT OF RECREATION**

Plans, organizes, promotes, administers, and evaluates a diversified recreation program for the community and is responsible for the employment and performance of recreation personnel.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**PUBLIC INFORMATION & MARKETING MANAGER**

Under the supervision of the Superintendent of Recreation, oversees the day-to-day operation of the Marketing and Public Information Division. Ensures that work plans are followed and that the district is well-represented through print and electronic communication; that the public is aware of events, programs and parks and of district facilities; and that the public is able to voice their concerns and ideas district’s operation and offerings. Supervises the Graphic Designer position.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		



**GRAPHIC DESIGNER**

Creates the visual image, advertising and marketing pieces that promote the programs, special events, facilities and parks of the district. Maintains the graphic standards for the district. Designs the district’s Program Guide and manages the printing and mailing process for the catalog. Creates print/web advertisements, billboard art, banners and special advertising inserts. Assists with the management of the district’s intranet and/or social media accounts.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**RECREATION MANAGER**

Plans, organizes, coordinates, and administers a comprehensive group of programs within an assigned program area (such as aquatics or general recreation). Prepares goals and objectives for program area. Formulates and works within annual budget for program area. Publicizes programs and maintains positive relationships with collaborating agencies. Hires, trains and evaluates full-time, part-time and seasonal staff and interns and volunteers. May require certifications relevant to program area.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**RECREATION COORDINATOR**

Under the supervision of a Recreation Manager, coordinates, plans and implements assigned programs. Formulates and works within a budget for assigned programs. Promotes programs and provides excellent customer service to participants and families. Recruits, trains, supervises and evaluates seasonal and intermittent staff, interns and volunteers. May require certifications according to assigned programs.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**OFFICE SERVICES SPECIALIST II**

Under the supervision of the Recreation Center Office Manager, provides customer service and processes program registrations and facility rentals. Handles more complex interactions, such as processing child care center payments and managing youth scholarship information, that require basic accounting skills.

Your Job Title, if different:
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Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**OFFICE SERVICES SPECIALIST I**

Under the supervision of the Recreation Center Office Manager, provides customer service, processes program registrations and facility rentals, and completes a variety of clerical work such as answering telephones, filing, typing and copying.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**CAMP SUPERVISOR (Part-time)**

Under the supervision of a Recreation Coordinator and/or Site Supervisor, plans, organizes and implements high-quality activities while best utilizing camp materials. Responsible for supervising Camp Leaders, the safety of all campers, overseeing lesson planning, meeting camp objectives, working within a budget, and facilitating communication between Camp Leaders and parents.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**CAMP LEADER (Part-time)**

Develops and implements a summer camp program. Responsible for the safety of all campers, developing lesson plans, meeting camp objectives, working within a budget, and communicating with parents.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**JUNIOR COUNSELOR (Part-time)**

Assists Camp Leaders with the daily planning and execution of activities for campers. Position is designed for teens aged 15-17 years old.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**AQUATIC SHIFT MANAGER (Part-time)**

Responsible for the day-to-day operations within the facility. Enforces all rules and regulations. Regularly tests pool water and record results. Supervises lifeguards, cashiers and other part-time aquatics personnel. Fields employee and public complaints, concerns, questions and problems and refers issues requiring hirer authority to Aquatic Supervisor as needed. Lifeguard certification required.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**LIFEGUARD (Part-time)**

Maintains the safety and security of the water and all patrons. Assists with pool maintenance and helps with upkeep of pool and daily operations. Lifeguard certification required.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**SWIM INSTRUCTOR (Part-time)**

Teaches classes ranging from preschool to adults. Prepares swim lessons; keeps accurate records of swim class participants.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**YOUTH SOCCER OFFICIAL (Part-time)**

Performs officiating duties for youth soccer games administered by the park district.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**GROUP FITNESS INSTRUCTOR (Part-time)**

Provides cutting-edge fitness instruction through a variety of entertaining and educational methods to promote fitness and positive self-esteem in a safe environment. Nationally recognized Group Exercise Certification required or obtainable within 6 months.

Your Job Title, if different:		
Minimum Rate:	Maximum Rate:	Hours Per Week:
Comments:		

**PART II – BENEFITS SURVEY**

**HOLIDAYS AND PERSONAL DAYS**

Number of holidays granted per year:

Number of personal leave days granted per year:

**SICK LEAVE**

Number of sick leave days earned per year:

Maximum accrual of days (sick leave bank):

How is accrued sick leave treated upon employee retirement?

**VACATION**

Please describe your vacation leave schedule below:

Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Years of service: Days or weeks off:
Comments or additional entries:

**MEDICAL AND LIFE INSURANCE**

Please indicate which benefits are offered and enter % paid by the district for each category.

- Health Insurance:            % Employee                    % Family                    % Employee +1
- Dental Insurance:            % Employee                    % Family                    % Employee +1

Are spouses excluded from your plan if they can obtain medical insurance elsewhere?  Yes  No

At the time of retirement, other than IMRF’s policy of converting sick time to additional service time, do you have any other practice or policy in place for unused sick time?  Yes  No

If yes, please describe or attach policy.

Does your district provide a cash incentive to employees who waive coverage under the district’s health insurance?  Yes  No

If yes, what is the amount?

Do you offer life insurance?  Yes  No

If yes, what is the amount?

**LONGEVITY**

Does your district offer a Longevity Program?

If yes, what are the parameters of the program?

**VOLUNTARY BENEFITS**

Which voluntary benefits do you offer to employees other than a 457 plan?

**WELLNESS PROGRAM**

Our Wellness Program (please check all that apply):

- Is Educational Based
- Is Participation Based
- Is Progress Based
- Is Outcome Based
- Provides employees with reductions in medical & prescription premiums for participation, progress toward or achievement of a desired milestone in our Wellness Program (If checked, please share your policy)

**TUITION REIMBURSEMENT**

Do you offer a tuition reimbursement and/or tuition repayment assistance benefit to your employees?  Yes  No

If yes, please share your policy

**OTHER REIMBURSEMENTS**

What other types of bonuses & reimbursements do you offer employees?

- Risk Management & Safety
- Health and/or Wellness
- Cell phone reimbursement (Amount:        per        )
- Performance based bonus beyond the traditional annual merit pool
- Other Bonuses & Reimbursements (Please List)

**COMPENSATION FOR RANGE-MAXIMUM EMPLOYEES**

How do you address employees whose pay rate is at the maximum level?

**EMPLOYEE DISCOUNTS**

Does your park district or municipality offer any free admission or discounts to eligible employees and eligible dependents? (please check all that apply)

Employee Benefit	Full-Time Employees			Full Time Employee's Dependents			Part-Time Employees		
	Yes	No	Amount	Yes	No	Amount	Yes	No	Amount
Program Registration	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Pavilion Rentals	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Indoor Facility Use	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Admission to Seasonal Facilities	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Admission to Year Round Facilities	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Concessions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

***Thank you for your assistance by completing this survey. You will be provided with the collected survey data in appreciation of your efforts.***