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# Personnel Information

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## 2012 SALARY RANGES

In order to remain competitive for the purposes of hiring and retaining employees, the Town partners with Mountain States Employers Council to conduct a Total Compensation Survey every three years. The first survey was completed in 2006 with implementation on January 1, 2007. Salaries are compared to equivalent positions on the Western Slope, in resort communities and in Front-Range towns and counties. Data from MSEC and Colorado Municipal League is used to establish salary ranges for each position. The salary survey, scheduled for 2009, was postponed due to poor economic conditions and declining revenues. It has not been budgeted for 2012; if the economy rebounds and revenues are available, this survey may be budgeted in 2013.

Human Resources staff collects data from local towns and MSEC to determine if a market adjustment is appropriate. In an attempt to keep pace with the marketplace, an across-the-board market adjustment is applied to all salary ranges and to individuals within those ranges when appropriate. For 2012, no market adjustment has been budgeted.

On April 1, 2009, merit increases were frozen for all employees. Merit increases were reinstated in 2011; for 2012, Town Council authorized maximum 3% performance appraisal merits.

On April 1, 2009, 3% of the town's matching contributions for the 401a Plan were suspended; to assure Town services are maintained and that employees are retained to provide those services, Town Council approved reinstating this benefit at 2009 year end using the Town's reserves. The Town's matching contributions have been fully reinstated for 2010, 2011 and 2012.



**2012 SALARY TABLE**

<b>COMMUNITY DEVELOPMENT</b>		
<b>POSITION</b>	<b>Minimum</b>	<b>Maximum</b>
COMM DEV TECH	\$ 35,795	\$ 50,190
BUILDING INSPECTOR	\$ 47,615	\$ 69,105
PLANNER	\$ 45,135	\$ 65,340
SENIOR PLANNER	\$ 54,170	\$ 81,250
PROJECT RESOURCE MANAGER	\$ 54,170	\$ 81,250
CHIEF BUILDING OFFICIAL	\$ 61,155	\$ 91,675
COMMUNITY DEVELOPMENT DIRECTOR	\$ 82,865	\$ 102,000
<b>POLICE</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
ADMIN ASST/COURT CLERK	\$ 34,715	\$ 48,470
COMMUNITY SERVICES OFFICER	\$ 37,830	\$ 54,815
POLICE OFFICER	\$ 47,075	\$ 68,350
POLICE SERGEANT	\$ 60,510	\$ 90,815
DETECTIVE	\$ 60,510	\$ 90,815
CHIEF OF POLICE	\$ 80,925	\$ 102,000
<b>PUBLIC WORKS</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
OFFICE MANAGER	\$ 34,715	\$ 48,470
MAINTENANCE OPERATOR	\$ 35,675	\$ 49,950
MECHANIC	\$ 38,905	\$ 56,535
WATER SYSTEM OPERATOR	\$ 39,655	\$ 57,500
BUILDING FOREMAN	\$ 46,645	\$ 67,705
GROUNDS FOREMAN	\$ 46,645	\$ 67,705
STREETS FOREMAN	\$ 46,645	\$ 67,705
FLEET FOREMAN	\$ 51,155	\$ 74,155
WATER OPERATIONS FOREMAN	\$ 51,375	\$ 74,370
ASST. PUBLIC WORKS DIRECTOR	\$ 63,087	\$ 94,685
PUBLIC WORKS DIRECTOR	\$ 82,320	\$ 102,000
<b>RECREATION</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
TERRAIN & BIKE PARK SUPERVISOR	\$ 35,675	\$ 49,950
RECREATION PROGRAMS MANAGER	\$ 36,005	\$ 52,125
GUEST SERVICES MANAGER	\$ 46,645	\$ 67,705
TERRAIN OPERATIONS MANAGER	\$ 46,645	\$ 67,705
RECREATION DIRECTOR	\$ 73,625	\$ 102,000
<b>ADMINISTRATION</b>		
<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
INFORMATION CENTER SPECIALIST	\$ 26,390	\$ 38,000
RECEPTIONIST / ADMIN. ASSISTANT	\$ 29,700	\$ 41,570
ADMINISTRATIVE ASST. / MARINA	\$ 29,700	\$ 41,570
MARKETING & COMM'S COORDINATOR	\$ 31,465	\$ 45,310
INFORMATION CENTER MANAGER	\$ 31,465	\$ 45,310
FINANCE SPECIALIST	\$ 35,470	\$ 51,375
EVENTS MANAGER	\$ 36,005	\$ 52,125
MUSEUM MANAGER	\$ 36,005	\$ 52,125
EXECUTIVE ASSISTANT	\$ 45,785	\$ 66,420
REVENUE SPECIALIST	\$ 47,260	\$ 70,890
MARINA MANAGER	\$ 50,405	\$ 75,550
ACCOUNTANT	\$ 50,945	\$ 76,520
HUMAN RESOURCE MANAGER	\$ 52,875	\$ 79,315
TOWN CLERK	\$ 54,060	\$ 81,140
MARKETING & COMM'S DIRECTOR	\$ 55,675	\$ 83,615
FINANCE DIRECTOR	\$ 73,625	\$ 102,000



## EMPLOYEE BENEFIT PACKAGE

The Town's benefit program encompasses fixed and optional benefits. Fixed benefits include a Wellness Benefit reimbursement program (for recreation center passes, ski passes, etc.), group life insurance, long-term disability, and employee assistance/substance abuse and other personal life programs.

The optional benefits portion includes an ICMA 457 retirement plan, which offers a 3-7% employer contribution based on years of service and employee match. In 2008, the employer contribution was moved into a 401(a) plan, enabling the Town and employees to save Social Security and Medicare taxes on these dollars. The Town also offers an employee-funded Roth IRA. Other elected benefits include health, dental and vision insurance, a Health Savings Account and a 125 Flexible Spending plan for medical and child-care expenses.

Short-term disability, supplemental life, accident and cancer insurance are offered as voluntary employee-paid benefits.

Down-payment assistance, computer and ski-pass purchase programs, and employee transitional housing round out the benefit offerings.



**PERSONNEL SUMMARY**  
**Part-Time and Seasonal Employees**

In 2011, the Town employed 78 part-time and seasonal employees. Although the number of part-time/seasonal staff is comparable with the number of full-time employees, the number of hours worked is drastically different. Part-time special events employees work an average of 10-20 hours per week, while Parks/Grounds, Recreation, Peninsula Recreation Area and Marina seasonal staff work 32-40 hours a week for 4-6 months.

The following chart details seasonal and part-time employees by department, with their average hourly rate of pay and the number of hours worked during the year. Returning seasonal employees receive a \$.25/hour pay increase each year they return.

<b>Program/Position</b>	<b># Positions</b>	<b>2008 Avg. Hourly Wage</b>	<b>2009 Avg. Hourly Wage</b>	<b>2010 Avg. Hourly Wage</b>	<b>2011 Avg. Hourly Wage</b>	<b>Hours Worked Per Week Avg. Per Position</b>
<b>Administration</b>						
Administrative Assistant	1	\$12.50	\$13.00	\$13.00	N/A	No longer applicable
<b>Police Department</b>						
Administrative Assistant	1	\$14.50	\$14.88	\$14.50	\$15.15	28 hrs/wk year-round
<b>Historic Park &amp; Museum</b>						
Museum Assistant	2	\$11.28	\$11.15	\$11.16	\$11.56	30 hrs/wk year-round
Handyman	1	\$25.00	\$25.00	\$25.00	\$25.00	15 hrs/wk year-round
<b>Public Works Grounds</b>						
Park/Grounds Maintenance	6	\$11.65	\$11.50	\$11.30	\$11.58	70 hrs/wk 18 weeks
<b>Special Events</b>						
Events Staff	16	\$9.56	\$9.82	\$10.88	\$10.64	10-20 hrs/week 12 weeks
<b>Recreation</b>						
Fun Club Coordinator	1	\$11.84	\$12.58	\$15.00	\$15.00	40 hrs/week 20 weeks
Recreation Programs Coordinat	1	\$11.84	\$12.58	\$15.00	\$12.00	15 hrs/week year-round
Fun Club Counselor	6	\$10.31	\$11.30	\$11.06	\$11.04	40 hrs/week 14 weeks
Fun Club Junior Counselor	1				\$10.00	40 hrs/week 14 weeks
Summer Recreation Instructor	3				\$17.33	5 hrs/week 14 weeks
<b>Peninsula Recreation Area</b> (summer 2010 - Frisco Adventure Park development)						
Summer Bike Park Gst. Svc.	1	N/A	N/A	N/A	\$11.50	40 hrs/week 20 weeks
Summer Bike Park Laborer	1	N/A	N/A	N/A	\$12.00	40 hrs/week 20 weeks
Summer Light Equip. Operator	2	N/A	N/A	N/A	\$15.00	40 hrs/week 20 weeks
Summer Heavy Equip. Operator	1	N/A	N/A	N/A	\$17.25	40 hrs/week 20 weeks
Winter Guest Svcs/Tubing Hill	12	N/A	N/A	N/A	\$11.50	40 hrs/week 12 weeks
Winter EMT	2	N/A	N/A	N/A	\$15.00	40 hrs/week 12 weeks
Winter Terrain Technician	2	N/A	N/A	N/A	\$16.00	40 hrs/week 12 weeks
<b>Visitor Information Center</b>						
Info Center Rep	3	N/A	\$10.25	\$10.33	\$10.33	8 hrs/week year-round
Info Center Summer Rep	1	N/A	N/A	\$10.00	\$11.00	20 hrs/week 14 weeks
Info Center Coordinator	1	N/A	N/A	\$10.00	\$11.00	35 hrs/week year-round
<b>Marina</b>						
Marina Operations Coordinator	1	\$16.00	\$16.25	\$16.50	\$18.00	40 hrs/week for 8 months
Marina Fleet Service Coordinat	1	\$16.00	\$16.25	\$16.50	\$18.00	40 hrs/week for 8 months
Dock Supervisor	1	N/A	N/A	N/A	\$13.00	40 hrs/week for 5 months
Guest Services Supervisor	1	N/A	N/A	N/A	\$13.00	40 hrs/week for 5 months
Fleet Service Technician	1	N/A	N/A	N/A	\$14.00	40 hrs/week for 5 months
Dock/Office Staff	8	\$10.22	\$11.18	\$11.28	\$11.63	40 hrs/week for 5 months

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