

A University of Tennessee

# Technical Bulletin

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## The 1991 MTAS Salary and Fringe Benefits Survey: Salaries Out-Pace Inflation

by Richard L. Stokes, Municipal Personnel Consultant

From December 1990 to December 1991, salaries of workers in Tennessee's cities and towns out-paced inflation while total numbers of employees declined. That's just one of the findings of the comprehensive salary and fringe benefits survey conducted annually by The University of Tennessee's Municipal Technical Advisory Service. This summary of the 1991 findings is designed to help towns, cities, and others evaluate and compare the data and prepare budgets based on the most up-to-date information.

Salaries for Tennessee cities and towns increased during 1991 by 4.46 percent. This is a significant increase since the rate of inflation as reported by the Consumer Price Index for cities in the South was 2.6 percent. This is also a significant increase over the average inflation rate of 3.03 percent.

When it came to a percentage increase, East Tennessee cities out-paced Middle and West Tennessee cities as compared to the national inflation rate. Cities and towns in the eastern division reported salary increases at a rate of 6.71 percent compared to 3.21 percent in the middle division and 3.20 percent in the west division.

The only group of positions that didn't show a significant increase in salary percentages was elected officials. Their salaries increased by .61 percent compared to 5.75 percent for administrative employees, 3.4

percent for clerical employees, 3.67 percent for labor and trade employees, 7.18 percent for professional employees, 3.99 percent for public safety employees, and 3.83 percent for technical employees.

The largest increase went to parks and recreation directors. Cities reported increases of about 53.8 percent (minimum salary change from \$10,849 to \$24,312; maximum salary change from \$13,920 to \$29,823). The biggest salary decrease was for purchasing agents. Cities reported a drop of about 6.9 percent (minimum salary change from \$26,700 to \$25,147; maximum salary change from \$32,814 to \$31,352).

The number of employees also decreased from the 1990 report. The average number dropped about 5.4 percent for full-time employees and 14.8 percent for part-time workers. On the average, this represents a drop from 136 full-time employees to 129 and from 31 part-time employees to 27. The largest decrease was seen in Middle Tennessee, where full-time and part-time averages for numbers of employees decreased 15.8 percent and 15.3 percent respectively.

For regular users of our survey information, this document looks familiar. It's our attempt to get the most basic — and most used — information into the hands of Tennessee city officials in a faster and more economical manner. But if you need more detail, don't worry. MTAS gathered the same amount of information as in past years, and it's available quickly if you need it. In fact, data from the survey is entered

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into a database (RBASE for DOS) and reports can be generated in the format you're used to from previous years.

This *Technical Bulletin* reviews the salaries of 59 benchmark positions examined in the survey. For each job title, there are: (1) the number of employees covered by the survey, (2) the hours they work, and (3) minimum and maximum salaries. The information is provided for each grand division of the state — East, Middle, and West.

### The Salary Information And How It Was Gathered

MTAS received responses this year from 237 of the 339 Tennessee cities. Salary information was gathered in four categories:

(1) number of employees, (2) hours worked, (3) minimum salary, and (4) maximum salary. In some instances, an employee held more than one position or a clerk/typist was also the secretary. For these cases, respondents were asked to report the

salary for the position in which the employee spends more than 50 percent of his or her time.

Some positions didn't apply to all cities. If the job description presented didn't closely fit the job description for the employee, the respondent was asked to leave the category blank. If you aren't sure that the duties of a position listed match those of the job title in your city, ask for a copy of the job description.

Several liberties were taken when only one salary was listed. If the city listed one salary and only one employee, we assumed the salary represented the minimum and maximum salary. If a city listed a minimum salary with more than one employee, no maximum salary was inferred. Blank spaces indicate that information was not provided.

### Forms Your Information Can Take

We can generate salary information based on populations. Population statistics used in the survey were obtained from the 1990 *Directory of Tennessee Municipal Officials* as certified by the Tennessee Department of Economic and Community Development (July 1, 1990). The groupings are:

- Group 1 - populations over 100,000,
- Group 2 - populations between 15,000 and 99,999,
- Group 3 - populations between 8,000 and 14,999,
- Group 4 - populations between 4,000 and 7,999,
- Group 5 - populations between 2,000 and 3,999, and
- Group 6 - populations under 2,000.

Salary information is also available by geographical and statewide averages.

### Benefits Information

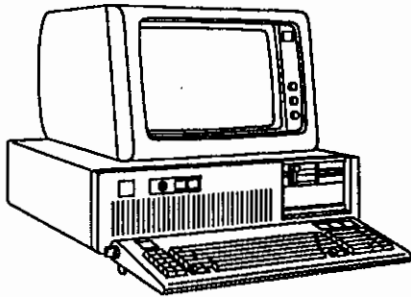
As usual, MTAS also gathered extensive data on benefits of Tennessee municipal workers. A check mark or a number was all that was required to answer most of the benefits questions; however, space was provided for additional comments. Benefits data can be generated by tallying responses by grand division and statewide. Information about numbers of employees has been averaged and can be presented in the same manner.

Available by request is information on: work week hours, breaks, probationary periods, hours required for full benefits, longevity pay, cost-of-living increases, uniforms, moonlighting policies, health and dental insurance and deductibles, disability, holidays, vacations, sick leave, personal time, retirement, tuition reimbursement, drug testing, workers' compensation, credit unions, child care assistance, deferred compensation, parking, and much, much more.



## How To Get More Information

To understand the process of requesting additional salary or benefits information, you may need to understand a little about how the survey database is



constructed. This will help you understand the constraints imposed on MTAS by the software used.

The database is divided into tables, each associated with a particular section of the questionnaire cities completed and returned. There is a general table that contains statistical information about every city in the state. Included in this table is information about population, grand division, county, the contact person and telephone number, and the MTAS municipal management consultant serving the city. We can certainly generate this report if you need it, but such information is available elsewhere in more usable formats. This table is what allows the computer to generate the rest of the reports.

Two tables are associated with the salary questionnaire. A title table contains a listing of the benchmark positions (the listing is on your request form). The salary table includes salary information for all positions in each of the seven job categories: (1) elective, (2) administrative, (3) professional, (4) clerical, (5) technical, (6) public safety, and (7) labor and trade.

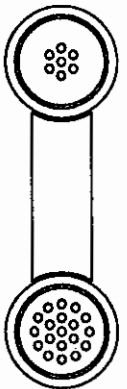
The remaining tables are associated with the benefits portion of the questionnaire. The tables are: (1) staff information, (2) hours, (3) salary payment policies, (4) employee insurance, (5) holidays, (6) leave, (7) other leave, (8) retirement benefits, and (9) other benefits. Some information on part-time employees is also available.

Individual reports may be tailored and generated exclusively for a requesting city. This gives you more control over what information you receive and how that information is presented to you. Examples of acceptable database requests are: (1) salary data for the city manager for cities with populations between 15,000 and 25,000 in West Tennessee, or (2) all clerical salaries in population group 4, or (3) police chief

salaries for Maryville, Hendersonville, Jackson, and Clarksville, or (4) cities that pay less than 75 percent of their employees' insurance premium.

Use the form provided on pages 13 and 14 to prepare your information request(s). Just clip and mail. Feel free to duplicate the form as often as necessary. There are limits on the kind of requests MTAS can handle. A request for all salaries in all population groups will not be honored because of the amount of time necessary to run such a request. However, you may request as many reports as you need. All requests will be processed as they are received.

For help formulating your request, for assistance in better understanding the search and printing limitations, for other questions regarding the survey, or to get additional information, contact Richard L. Stokes, MTAS Municipal Personnel Consultant, 226 Capitol Boulevard Building, Suite 402, Nashville, Tennessee, 37219 or at (615) 256-8141 or (615) 741-6661.





## 1991 SALARY SUMMARY

| JOB TITLE                       | NUMBER OF<br>EMPLOYEES | HOURS<br>WORKED | MINIMUM<br>SALARY | MAXIMUM<br>SALARY |
|---------------------------------|------------------------|-----------------|-------------------|-------------------|
| <b>ACCOUNTANT</b>               |                        |                 |                   |                   |
| EAST DIVISION                   | 1.8                    | 39.8            | 14,034.78         | 17,959.11         |
| MIDDLE DIVISION                 | 2.4                    | 39.5            | 14,457.59         | 19,576.53         |
| WEST DIVISION                   | 1.4                    | 40.0            | 18,905.01         | 22,315.45         |
| <b>ACCOUNTING CLERK</b>         |                        |                 |                   |                   |
| EAST DIVISION                   | 2.5                    | 39.3            | 15,386.71         | 19,308.06         |
| MIDDLE DIVISION                 | 6.5                    | 39.3            | 14,276.51         | 17,864.75         |
| WEST DIVISION                   | 2.7                    | 39.5            | 14,347.11         | 17,394.29         |
| <b>ADMINISTRATIVE ASSISTANT</b> |                        |                 |                   |                   |
| EAST DIVISION                   | 1.2                    | 37.4            | 22,106.13         | 29,807.99         |
| MIDDLE DIVISION                 | 1.2                    | 39.4            | 23,493.35         | 28,004.24         |
| WEST DIVISION                   | 1.8                    | 40.0            | 30,000.85         | 39,746.67         |
| <b>ADMINISTRATIVE SECRETARY</b> |                        |                 |                   |                   |
| EAST DIVISION                   | 1.9                    | 37.9            | 16,378.28         | 20,772.75         |
| MIDDLE DIVISION                 | 3.4                    | 39.6            | 16,424.60         | 20,075.63         |
| WEST DIVISION                   | 1.8                    | 39.3            | 18,196.00         | 22,000.33         |
| <b>ALDERMAN</b>                 |                        |                 |                   |                   |
| EAST DIVISION                   | 3.7                    | 3.2             | 1,612.06          | 1,707.97          |
| MIDDLE DIVISION                 | 4.2                    | 9.6             | 1,703.24          | 1,673.11          |
| WEST DIVISION                   | 4.8                    | 2.3             | 1,248.29          | 1,316.98          |
| <b>ASSISTANT FIRE CHIEF</b>     |                        |                 |                   |                   |
| EAST DIVISION                   | 1.5                    | 42.5            | 24,467.67         | 31,054.27         |
| MIDDLE DIVISION                 | 1.8                    | 55.8            | 18,876.55         | 22,539.62         |
| WEST DIVISION                   | 1.2                    | 48.5            | 20,508.91         | 21,818.51         |
| <b>ASSISTANT POLICE CHIEF</b>   |                        |                 |                   |                   |
| EAST DIVISION                   | 1.3                    | 40.7            | 27,125.70         | 32,810.70         |
| MIDDLE DIVISION                 | 1.2                    | 40.0            | 22,529.66         | 26,251.78         |
| WEST DIVISION                   | 1.0                    | 40.9            | 26,124.98         | 28,863.96         |
| <b>ASSISTANT CITY MANAGER</b>   |                        |                 |                   |                   |
| EAST DIVISION                   | 1.2                    | 40.0            | 43,977.13         | 51,434.62         |
| MIDDLE DIVISION                 | 1.0                    | 32.0            | 17,513.47         | 21,132.80         |
| WEST DIVISION                   | 1.0                    | 40.0            | 33,586.21         | 39,854.21         |
| <b>BUILDING ENGINEER</b>        |                        |                 |                   |                   |
| EAST DIVISION                   | 3.1                    | 36.5            | 13,537.78         | 17,428.75         |
| MIDDLE DIVISION                 | 3.9                    | 39.7            | 15,658.14         | 21,714.24         |
| WEST DIVISION                   | 2.7                    | 36.8            | 14,274.97         | 17,110.40         |

| <b>JOB TITLE</b>          | <b>NUMBER OF<br/>EMPLOYEES</b> | <b>HOURS<br/>WORKED</b> | <b>MINIMUM<br/>SALARY</b> | <b>MAXIMUM<br/>SALARY</b> |
|---------------------------|--------------------------------|-------------------------|---------------------------|---------------------------|
| <b>BUILDING INSPECTOR</b> |                                |                         |                           |                           |
| EAST DIVISION             | 1.9                            | 36.3                    | 14,198.66                 | 18,109.37                 |
| MIDDLE DIVISION           | 1.7                            | 34.8                    | 16,326.47                 | 20,341.11                 |
| WEST DIVISION             | 1.8                            | 35.6                    | 13,972.16                 | 17,292.76                 |
| <b>BOOKKEEPER</b>         |                                |                         |                           |                           |
| EAST DIVISION             | 1.9                            | 39.9                    | 17,154.30                 | 22,119.63                 |
| MIDDLE DIVISION           | 1.6                            | 39.3                    | 17,163.27                 | 19,222.14                 |
| WEST DIVISION             | 1.4                            | 37.8                    | 12,534.21                 | 14,663.48                 |
| <b>CHIEF MECHANIC</b>     |                                |                         |                           |                           |
| EAST DIVISION             | 1.7                            | 40.0                    | 20,923.83                 | 26,651.66                 |
| MIDDLE DIVISION           | 1.2                            | 40.7                    | 20,864.27                 | 24,345.64                 |
| WEST DIVISION             | 1.7                            | 40.0                    | 20,950.29                 | 24,094.69                 |
| <b>CITY ATTORNEY</b>      |                                |                         |                           |                           |
| EAST DIVISION             | 1.0                            | 22.3                    | 10,616.85                 | 12,302.40                 |
| MIDDLE DIVISION           | 1.0                            | 26.7                    | 10,348.91                 | 11,737.53                 |
| WEST DIVISION             | 1.0                            | 11.8                    | 9,084.13                  | 9,962.72                  |
| <b>CITY CLERK</b>         |                                |                         |                           |                           |
| EAST DIVISION             | 1.2                            | 38.9                    | 19,808.18                 | 22,519.48                 |
| MIDDLE DIVISION           | 1.1                            | 36.5                    | 16,782.56                 | 18,916.93                 |
| WEST DIVISION             | 1.0                            | 32.9                    | 13,725.05                 | 16,318.21                 |
| <b>CITY ENGINEER</b>      |                                |                         |                           |                           |
| EAST DIVISION             | 1.1                            | 39.8                    | 36,360.76                 | 51,290.99                 |
| MIDDLE DIVISION           | 1.0                            | 38.0                    | 31,967.04                 | 41,785.53                 |
| WEST DIVISION             | 1.0                            | 40.0                    | 37,216.40                 | 42,325.52                 |
| <b>CITY MANAGER</b>       |                                |                         |                           |                           |
| EAST DIVISION             | 1.0                            | 37.6                    | 43,326.98                 | 44,352.47                 |
| MIDDLE DIVISION           | 1.0                            | 37.4                    | 31,458.46                 | 34,618.94                 |
| WEST DIVISION             | 1.0                            | 40.6                    | 36,327.53                 | 37,750.34                 |
| <b>CITY PLANNER</b>       |                                |                         |                           |                           |
| EAST DIVISION             | 1.1                            | 39.8                    | 28,176.10                 | 39,398.87                 |
| MIDDLE DIVISION           | 1.0                            | 39.8                    | 29,318.55                 | 38,231.82                 |
| WEST DIVISION             | 1.0                            | 40.0                    | 26,915.91                 | 32,983.39                 |
| <b>CITY RECORDER</b>      |                                |                         |                           |                           |
| EAST DIVISION             | 1.0                            | 33.5                    | 18,469.38                 | 19,753.10                 |
| MIDDLE DIVISION           | 1.0                            | 35.5                    | 16,965.30                 | 18,398.19                 |
| WEST DIVISION             | 1.0                            | 36.8                    | 16,286.30                 | 16,877.88                 |

| <b>JOB TITLE</b>           | <b>NUMBER OF<br/>EMPLOYEES</b> | <b>HOURS<br/>WORKED</b> | <b>MINIMUM<br/>SALARY</b> | <b>MAXIMUM<br/>SALARY</b> |
|----------------------------|--------------------------------|-------------------------|---------------------------|---------------------------|
| <b>CLERK-TYPIST</b>        |                                |                         |                           |                           |
| EAST DIVISION              | 3.8                            | 36.2                    | 12,605.20                 | 15,073.38                 |
| MIDDLE DIVISION            | 7.7                            | 37.0                    | 13,199.02                 | 15,115.23                 |
| WEST DIVISION              | 3.3                            | 37.0                    | 11,982.07                 | 14,141.27                 |
| <b>DETECTIVE</b>           |                                |                         |                           |                           |
| EAST DIVISION              | 4.5                            | 40.1                    | 21,398.18                 | 27,151.57                 |
| MIDDLE DIVISION            | 3.4                            | 40.1                    | 21,167.92                 | 26,269.99                 |
| WEST DIVISION              | 1.9                            | 40.2                    | 21,383.78                 | 23,176.10                 |
| <b>DISPATCHER</b>          |                                |                         |                           |                           |
| EAST DIVISION              | 4.9                            | 41.1                    | 14,434.05                 | 18,035.92                 |
| MIDDLE DIVISION            | 5.1                            | 39.8                    | 14,737.11                 | 18,264.90                 |
| WEST DIVISION              | 9.2                            | 40.1                    | 14,554.41                 | 18,763.88                 |
| <b>EXECUTIVE SECRETARY</b> |                                |                         |                           |                           |
| EAST DIVISION              | 3.9                            | 39.9                    | 18,570.21                 | 24,175.97                 |
| MIDDLE DIVISION            | 1.9                            | 39.6                    | 17,256.86                 | 21,099.33                 |
| WEST DIVISION              | 4.8                            | 36.9                    | 16,169.57                 | 20,437.83                 |
| <b>FINANCE DIRECTOR</b>    |                                |                         |                           |                           |
| EAST DIVISION              | 1.0                            | 38.3                    | 33,847.98                 | 44,936.56                 |
| MIDDLE DIVISION            | 1.0                            | 39.1                    | 35,146.11                 | 42,006.11                 |
| WEST DIVISION              | 1.0                            | 40.0                    | 44,417.44                 | 53,819.49                 |
| <b>FIRE CAPTAIN</b>        |                                |                         |                           |                           |
| EAST DIVISION              | 3.7                            | 51.0                    | 22,671.33                 | 31,846.01                 |
| MIDDLE DIVISION            | 8.2                            | 47.4                    | 20,019.08                 | 24,830.32                 |
| WEST DIVISION              | 6.3                            | 53.1                    | 20,585.27                 | 24,439.62                 |
| <b>FIRE CHIEF</b>          |                                |                         |                           |                           |
| EAST DIVISION              | 1.0                            | 40.5                    | 24,226.55                 | 30,171.62                 |
| MIDDLE DIVISION            | 1.0                            | 38.5                    | 18,408.27                 | 21,696.27                 |
| WEST DIVISION              | 1.0                            | 42.6                    | 19,857.62                 | 22,335.69                 |
| <b>FIRE DRIVER</b>         |                                |                         |                           |                           |
| EAST DIVISION              | 14.7                           | 64.4                    | 19,635.35                 | 25,117.24                 |
| MIDDLE DIVISION            | 22.9                           | 48.9                    | 18,527.46                 | 23,169.64                 |
| WEST DIVISION              | 26.7                           | 53.8                    | 17,099.60                 | 19,192.58                 |
| <b>FIREFIGHTER</b>         |                                |                         |                           |                           |
| EAST DIVISION              | 23.2                           | 58.2                    | 16,670.36                 | 20,887.85                 |
| MIDDLE DIVISION            | 20.1                           | 57.4                    | 15,283.70                 | 18,734.68                 |
| WEST DIVISION              | 28.9                           | 56.3                    | 15,734.85                 | 18,520.32                 |

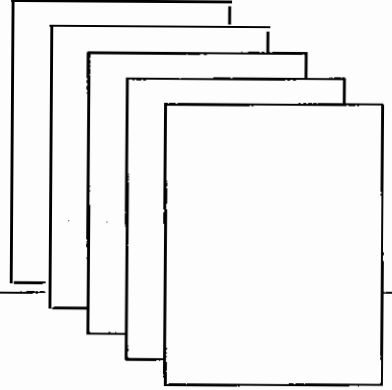
| <b>JOB TITLE</b>                | <b>NUMBER OF<br/>EMPLOYEES</b> | <b>HOURS<br/>WORKED</b> | <b>MINIMUM<br/>SALARY</b> | <b>MAXIMUM<br/>SALARY</b> |
|---------------------------------|--------------------------------|-------------------------|---------------------------|---------------------------|
| <b>FIRE LIEUTENANT</b>          |                                |                         |                           |                           |
| EAST DIVISION                   | 15.5                           | 67.1                    | 21,900.52                 | 29,747.40                 |
| MIDDLE DIVISION                 | 4.9                            | 51.1                    | 18,869.36                 | 25,234.09                 |
| WEST DIVISION                   | 22.1                           | 53.2                    | 18,870.56                 | 22,725.51                 |
| <b>FIRE MARSHALL</b>            |                                |                         |                           |                           |
| EAST DIVISION                   | 1.2                            | 43.2                    | 25,610.50                 | 34,441.84                 |
| MIDDLE DIVISION                 | 1.0                            | 39.0                    | 23,616.28                 | 28,669.70                 |
| WEST DIVISION                   | 4.1                            | 42.3                    | 27,264.57                 | 31,811.89                 |
| <b>HEAD LIBRARIAN</b>           |                                |                         |                           |                           |
| EAST DIVISION                   | 1.1                            | 30.8                    | 16,945.96                 | 21,397.95                 |
| MIDDLE DIVISION                 | 1.0                            | 27.1                    | 14,142.30                 | 19,204.94                 |
| WEST DIVISION                   | 1.0                            | 28.0                    | 10,035.00                 | 10,035.00                 |
| <b>HEAVY EQUIPMENT OPERATOR</b> |                                |                         |                           |                           |
| EAST DIVISION                   | 5.7                            | 40.0                    | 16,866.35                 | 20,541.56                 |
| MIDDLE DIVISION                 | 6.7                            | 40.1                    | 15,781.52                 | 19,640.17                 |
| WEST DIVISION                   | 5.1                            | 40.4                    | 17,613.28                 | 20,572.88                 |
| <b>JUDGE</b>                    |                                |                         |                           |                           |
| EAST DIVISION                   | 1.0                            | 2.0                     | 7,033.38                  | 7,138.10                  |
| MIDDLE DIVISION                 | 1.2                            | 13.0                    | 5,685.82                  | 5,714.64                  |
| WEST DIVISION                   | 1.2                            | 6.3                     | 6,407.70                  | 6,432.30                  |
| <b>LABORATORY TECHNICIAN</b>    |                                |                         |                           |                           |
| EAST DIVISION                   | 1.3                            | 39.7                    | 17,775.73                 | 22,900.34                 |
| MIDDLE DIVISION                 | 1.5                            | 36.8                    | 17,449.63                 | 22,191.81                 |
| WEST DIVISION                   | 2.0                            | 37.3                    | 18,558.99                 | 22,966.74                 |
| <b>LIGHT EQUIPMENT OPERATOR</b> |                                |                         |                           |                           |
| EAST DIVISION                   | 10.4                           | 40.0                    | 15,034.02                 | 18,466.49                 |
| MIDDLE DIVISION                 | 6.8                            | 40.1                    | 14,408.29                 | 17,460.54                 |
| WEST DIVISION                   | 6.5                            | 40.0                    | 14,176.58                 | 17,779.55                 |
| <b>MAYOR</b>                    |                                |                         |                           |                           |
| EAST DIVISION                   | 1.0                            | 17.6                    | 4,258.79                  | 4,348.34                  |
| MIDDLE DIVISION                 | 1.0                            | 20.8                    | 6,437.74                  | 6,437.74                  |
| WEST DIVISION                   | 1.0                            | 24.8                    | 9,455.19                  | 9,497.91                  |
| <b>MECHANIC</b>                 |                                |                         |                           |                           |
| EAST DIVISION                   | 3.6                            | 38.8                    | 16,389.04                 | 21,524.19                 |
| MIDDLE DIVISION                 | 3.4                            | 39.8                    | 16,427.38                 | 19,431.06                 |
| WEST DIVISION                   | 3.5                            | 40.0                    | 17,155.13                 | 19,541.82                 |

| <b>JOB TITLE</b>             | <b>NUMBER OF<br/>EMPLOYEES</b> | <b>HOURS<br/>WORKED</b> | <b>MINIMUM<br/>SALARY</b> | <b>MAXIMUM<br/>SALARY</b> |
|------------------------------|--------------------------------|-------------------------|---------------------------|---------------------------|
| <b>METER READER</b>          |                                |                         |                           |                           |
| EAST DIVISION                | 2.8                            | 40.0                    | 13,660.91                 | 17,066.79                 |
| MIDDLE DIVISION              | 3.3                            | 38.6                    | 12,290.46                 | 15,209.45                 |
| WEST DIVISION                | 2.1                            | 38.5                    | 12,949.79                 | 15,517.59                 |
| <b>PARKS DIRECTOR</b>        |                                |                         |                           |                           |
| EAST DIVISION                | 1.0                            | 38.1                    | 22,880.81                 | 28,275.56                 |
| MIDDLE DIVISION              | 1.0                            | 38.4                    | 25,818.25                 | 31,179.98                 |
| WEST DIVISION                | 1.1                            | 37.9                    | 24,237.58                 | 30,014.31                 |
| <b>PERSONNEL DIRECTOR</b>    |                                |                         |                           |                           |
| EAST DIVISION                | 1.0                            | 39.8                    | 30,587.56                 | 44,179.78                 |
| MIDDLE DIVISION              | 1.0                            | 40.6                    | 31,112.89                 | 39,298.67                 |
| WEST DIVISION                | 1.0                            | 40.0                    | 38,780.70                 | 46,425.20                 |
| <b>POLICE CAPTAIN</b>        |                                |                         |                           |                           |
| EAST DIVISION                | 3.5                            | 40.0                    | 25,023.88                 | 32,445.26                 |
| MIDDLE DIVISION              | 3.2                            | 41.0                    | 24,192.18                 | 28,335.40                 |
| WEST DIVISION                | 4.6                            | 40.0                    | 24,250.31                 | 27,818.42                 |
| <b>POLICE CHIEF</b>          |                                |                         |                           |                           |
| EAST DIVISION                | 1.0                            | 41.0                    | 25,888.38                 | 29,833.87                 |
| MIDDLE DIVISION              | 1.0                            | 40.3                    | 23,904.89                 | 26,280.43                 |
| WEST DIVISION                | 1.0                            | 41.3                    | 24,026.52                 | 25,966.53                 |
| <b>POLICE LIEUTENANT</b>     |                                |                         |                           |                           |
| EAST DIVISION                | 6.6                            | 38.0                    | 22,167.66                 | 27,769.43                 |
| MIDDLE DIVISION              | 5.6                            | 40.0                    | 22,279.45                 | 26,968.05                 |
| WEST DIVISION                | 18.5                           | 40.3                    | 22,705.96                 | 25,840.01                 |
| <b>POLICE OFFICER</b>        |                                |                         |                           |                           |
| EAST DIVISION                | 15.4                           | 38.6                    | 16,310.87                 | 19,647.35                 |
| MIDDLE DIVISION              | 21.3                           | 40.5                    | 16,149.96                 | 18,332.10                 |
| WEST DIVISION                | 23.8                           | 37.6                    | 14,061.30                 | 17,773.08                 |
| <b>POLICE SERGEANT</b>       |                                |                         |                           |                           |
| EAST DIVISION                | 4.7                            | 39.5                    | 20,538.97                 | 25,027.56                 |
| MIDDLE DIVISION              | 5.4                            | 39.8                    | 18,783.18                 | 21,468.26                 |
| WEST DIVISION                | 12.3                           | 41.0                    | 19,770.55                 | 21,560.39                 |
| <b>PUBLIC WORKS DIRECTOR</b> |                                |                         |                           |                           |
| EAST DIVISION                | 1.0                            | 40.3                    | 31,368.90                 | 37,215.58                 |
| MIDDLE DIVISION              | 1.0                            | 39.1                    | 28,010.53                 | 31,892.74                 |
| WEST DIVISION                | 1.0                            | 38.8                    | 26,908.98                 | 30,016.89                 |

| <b>JOB TITLE</b>                  | <b>NUMBER OF<br/>EMPLOYEES</b> | <b>HOURS<br/>WORKED</b> | <b>MINIMUM<br/>SALARY</b> | <b>MAXIMUM<br/>SALARY</b> |
|-----------------------------------|--------------------------------|-------------------------|---------------------------|---------------------------|
| <b>PUBLIC INFORMATION OFFICER</b> |                                |                         |                           |                           |
| EAST DIVISION                     | 1.0                            | 40.0                    | 24,731.00                 | 35,693.00                 |
| MIDDLE DIVISION                   | 1.0                            | 40.0                    | 24,450.00                 | 36,700.00                 |
| <b>PURCHASING AGENT</b>           |                                |                         |                           |                           |
| EAST DIVISION                     | 1.0                            | 39.9                    | 28,512.53                 | 38,788.05                 |
| MIDDLE DIVISION                   | 1.0                            | 40.0                    | 23,774.71                 | 29,613.43                 |
| WEST DIVISION                     | 1.0                            | 40.0                    | 23,152.50                 | 25,653.50                 |
| <b>REFUSE FOREMAN</b>             |                                |                         |                           |                           |
| EAST DIVISION                     | 1.2                            | 38.5                    | 19,698.43                 | 31,572.35                 |
| MIDDLE DIVISION                   | 1.3                            | 39.9                    | 18,176.03                 | 20,853.31                 |
| WEST DIVISION                     | 2.8                            | 39.0                    | 17,825.54                 | 20,520.53                 |
| <b>REFUSE WORKER</b>              |                                |                         |                           |                           |
| EAST DIVISION                     | 5.6                            | 38.1                    | 13,057.66                 | 14,634.48                 |
| MIDDLE DIVISION                   | 5.6                            | 36.4                    | 11,548.78                 | 13,214.79                 |
| WEST DIVISION                     | 14.1                           | 38.6                    | 11,301.68                 | 13,018.47                 |
| <b>RISK MANAGER</b>               |                                |                         |                           |                           |
| EAST DIVISION                     | 1.0                            | 40.0                    | 27,624.43                 | 37,318.34                 |
| MIDDLE DIVISION                   | 1.0                            | 39.0                    | 32,647.50                 | 48,766.00                 |
| WEST DIVISION                     | 1.0                            | 40.0                    | 33,480.00                 | 38,292.50                 |
| <b>SECRETARY I</b>                |                                |                         |                           |                           |
| EAST DIVISION                     | 5.8                            | 38.4                    | 13,639.90                 | 17,758.81                 |
| MIDDLE DIVISION                   | 2.5                            | 39.7                    | 14,995.53                 | 17,868.81                 |
| WEST DIVISION                     | 5.4                            | 39.4                    | 14,409.38                 | 17,072.19                 |
| <b>STREET FOREMAN</b>             |                                |                         |                           |                           |
| EAST DIVISION                     | 1.4                            | 40.1                    | 20,782.48                 | 24,320.39                 |
| MIDDLE DIVISION                   | 1.6                            | 39.4                    | 18,988.69                 | 20,910.99                 |
| WEST DIVISION                     | 2.9                            | 40.4                    | 18,822.62                 | 21,821.96                 |
| <b>UTILITY MANAGER</b>            |                                |                         |                           |                           |
| EAST DIVISION                     | 1.2                            | 40.0                    | 30,345.75                 | 34,631.72                 |
| MIDDLE DIVISION                   | 1.2                            | 38.1                    | 27,382.02                 | 32,534.62                 |
| WEST DIVISION                     | 1.1                            | 37.4                    | 23,737.91                 | 26,371.64                 |
| <b>UTILITY WORKER</b>             |                                |                         |                           |                           |
| EAST DIVISION                     | 10.3                           | 39.0                    | 13,021.27                 | 15,604.22                 |
| MIDDLE DIVISION                   | 7.8                            | 40.0                    | 12,518.41                 | 15,137.93                 |
| WEST DIVISION                     | 9.3                            | 38.1                    | 11,817.87                 | 14,471.02                 |

| JOB TITLE                                         | NUMBER OF<br>EMPLOYEES | HOURS<br>WORKED | MINIMUM<br>SALARY | MAXIMUM<br>SALARY |
|---------------------------------------------------|------------------------|-----------------|-------------------|-------------------|
| <b>VICE MAYOR</b>                                 |                        |                 |                   |                   |
| EAST DIVISION                                     | 1.0                    | 3.0             | 1,163.31          | 1,163.31          |
| MIDDLE DIVISION                                   | 1.0                    | 10.4            | 1,883.62          | 1,883.62          |
| WEST DIVISION                                     | 1.0                    | 1.0             | 1,243.93          | 1,272.68          |
| <b>WATER PLANT OPERATOR I</b>                     |                        |                 |                   |                   |
| EAST DIVISION                                     | 2.3                    | 40.0            | 16,229.54         | 19,266.68         |
| MIDDLE DIVISION                                   | 3.0                    | 39.8            | 15,939.54         | 17,820.61         |
| WEST DIVISION                                     | 1.5                    | 40.0            | 16,555.31         | 18,539.32         |
| <b>WATER PLANT OPERATOR II</b>                    |                        |                 |                   |                   |
| EAST DIVISION                                     | 2.1                    | 40.0            | 15,183.37         | 19,401.68         |
| MIDDLE DIVISION                                   | 3.0                    | 39.0            | 16,976.55         | 19,395.99         |
| WEST DIVISION                                     | 1.5                    | 38.3            | 16,149.02         | 18,417.36         |
| <b>WASTEWATER TREATMENT PLANT<br/>OPERATOR I</b>  |                        |                 |                   |                   |
| EAST DIVISION                                     | 2.9                    | 39.4            | 15,561.51         | 19,282.66         |
| MIDDLE DIVISION                                   | 2.5                    | 40.1            | 15,569.58         | 17,865.57         |
| WEST DIVISION                                     | 1.6                    | 38.3            | 15,773.67         | 18,286.22         |
| <b>WASTEWATER TREATMENT PLANT<br/>OPERATOR II</b> |                        |                 |                   |                   |
| EAST DIVISION                                     | 2.2                    | 40.0            | 18,466.69         | 20,703.18         |
| MIDDLE DIVISION                                   | 2.5                    | 39.7            | 17,904.16         | 20,148.36         |
| WEST DIVISION                                     | 2.6                    | 40.0            | 17,964.18         | 22,298.21         |

Use the form on the next two pages to prepare your information request(s). Just clip and mail. Feel free to duplicate the form as often as necessary. There are limits on the kind of requests MTAS can handle. A request for all salaries in all population groups will not be honored because of the amount of time necessary to run such a request. However, you may request as many reports as you need. All requests will be processed as they are received.



**Request Form  
for Salary Information  
from 1991 MTAS Survey**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

| <b>Elective</b> | <b>Administrative</b> | <b>Technical</b>       | <b>Public Safety</b> |
|-----------------|-----------------------|------------------------|----------------------|
| Mayor           | City Manager          | Chief Mechanic         | Police Chief         |
| Vice Mayor      | Asst. City Manager    | Mechanic               | Asst. Police Chief   |
| Aldersperson    | Administrative Asst.  | Building Inspector     | Police Captain       |
| Judge           | City Recorder         | WW Plant Operator I    | Police Lieutenant    |
|                 | City Attorney         | WW Plant Operator II   | Police Sergeant      |
|                 | City Clerk            | Water Plt. Operator I  | Detective            |
|                 |                       | Water Plt. Operator II | Police Officer       |
|                 |                       | Lab Technician         | Dispatcher           |
|                 |                       |                        | Fire Chief           |
|                 |                       |                        | Asst. Fire Chief     |
|                 |                       |                        | Fire Captain         |
|                 |                       |                        | Fire Marshall        |
|                 |                       |                        | Fire Lieutenant      |
|                 |                       |                        | Fire Driver          |
|                 |                       |                        | Firefighter          |

**Professional**  
 Finance Director  
 Personnel Director  
 Purchasing Agent  
 Public Works Director  
 Utility Manager  
 City Engineer  
 City Planner  
 Accountant  
 Parks Director  
 Head Librarian  
 Risk Manager  
 Public Info. Officer

**Clerical**  
 Admin. Secretary  
 Executive Secretary  
 Secretary I  
 Clerk/Typist  
 Account Clerk  
 Bookkeeper

**Labor**  
 Serviceman  
 Light Equipment  
 Heavy Equipment  
 Meter Reader  
 Building Engineer  
 Sanitation Super.  
 Sanitation Worker  
 Street Foreman

Circle all the positions above for which you want a report generated. Simply circle the entire category if you want reports on all those positions. Indicate below how you would like your report(s) sorted:

1. By population between \_\_\_\_\_ and \_\_\_\_\_.
2. By population group \_\_\_\_\_ (1 - 6 or All).
3. By Grand Division \_\_\_\_\_ (E, M, W, or All).

Please explain any special request here: \_\_\_\_\_

## Request Form for Benefits Information from 1991 MTAS Survey

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff Info or Hours<br/>or Both</b><br>Total # Employees<br>Dept. Totals<br>Personnel Costs<br>Fire Cycle<br>Police Cycle<br>Shifts<br>Weekends<br>Holidays<br>Personnel Policies<br>Employee Handbook<br>Lunch<br>Paid Breaks<br>Probation<br><br><b>Leave</b><br>Annual/Vacation<br># Days Granted<br>Carryover<br>Cash-In<br>Waiting Period<br>Sick Leave<br># Days Granted<br>Carryover<br>Cash-In<br>Waiting Period<br>Public Safety<br>Abuse Policy<br><br><b>Part-Time</b><br>Pd. Benefits/Prorated<br>Hours for Eligibility<br>Eligible Full Benefits | <b>Insurance</b><br>Ind. Health Coverage<br>% Premium<br>Deductible<br>Amount<br>Max Out-Of-Pocket<br>Pre-Certified<br>Self-Insured<br>Administered By?<br>Family Coverage<br>% Premium<br>Deductible<br>Amount<br>Max Out-Of-Pocket<br>Pre-Certified<br>Elected Officials<br>Waiting Period<br>Major Medical<br>Maximum Paid<br>Alternate Coverage<br>Dental Insurance<br>Life Insurance<br>Amount<br>% Premium<br>Added Coverage<br>Disability<br><br><b>Retirement</b><br>Programs<br>TCRS<br>Contrib. vs Non-Cont.<br>Early Retirement<br>Vesting<br># of Years<br>Over 65 Health Ins.<br>% Premium<br>Under 65 Health Ins.<br>% Premium | <b>Salary Payment</b><br>Longevity<br>% COLA<br>Uniforms<br>Allowance<br>Superv. Uniforms<br>Paydays<br>Second Job<br><br><b>Benefits</b><br>% Payroll<br>Tuition<br>Physical Exam<br>Drug Testing<br>Workers' Comp.<br>Moving<br>Travel Insurance<br>Parking<br>Savings<br>Deferred Comp.<br>Bond Insurance<br>Christmas Bonus<br>Separation<br>EAP<br>Credit Union<br>Counseling<br>Wellness Programs<br>Liability Insurance<br>Mileage<br>Food Reimbursement<br>Tools Allowance<br>Service Awards<br>Child care | <b>Holidays</b><br>Total # Days<br>New Year's Eve<br>New Year's Day<br>Memorial Day<br>M.L. King Birthday<br>Columbus Day<br>Washington Birthday<br>President's Day<br>Fourth of July<br>Labor Day<br>Good Friday<br>Thanksgiving<br>Day After Thnksgvng.<br>Veterans Day<br>Christmas Eve<br>Christmas Day<br>Employee's Birthday<br>Other Days<br>Holiday Pay<br>Cash-In for Holidays<br><br><b>Other Leave</b><br>Jury Duty<br>Voting<br>Marriage<br>Maternity<br>Paternity<br>Adoption<br>Family Illness<br>Death<br>Dental Appointment<br>Doctor Appointment<br>Military Leave<br>Personal Business Lv. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Circle all the positions above for which you want a report generated. Simply circle the entire category if you want reports on all those positions. Indicate below how you would like your report(s) sorted:

1. By population between \_\_\_\_\_ and \_\_\_\_\_.
2. By population group \_\_\_\_\_ (1 - 6 or All).
3. By Grand Division \_\_\_\_\_ (E, M, W, or All).

Please explain any special request here: \_\_\_\_\_

The Municipal Technical Advisory Service (MTAS) is a statewide agency of The University of Tennessee's Institute for Public Service. MTAS operates in cooperation with the Tennessee Municipal League in providing technical assistance services to officials of Tennessee's incorporated municipalities. Assistance is offered in areas such as accounting, administration, finance, public works, communications, ordinance codification, and wastewater management.

MTAS *Technical Bulletins* are information briefs that provide a timely review of topics of interest to Tennessee municipal officials. *Bulletins* are free to Tennessee local, state, and federal government officials and are available to others for \$2 each. Contact MTAS for a list of recent *Bulletins*.

**The University of Tennessee  
Municipal Technical Advisory Service  
600 Henley Street  
Suite 120  
Knoxville, Tennessee 37996-4105**

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The University does not discriminate on the basis of sex or handicap in its education programs and activities, pursuant to requirements of Title IX of the Education Amendments of 1972, Public Law 92-318, and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans With Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning Title IX, Section 504, and the Americans With Disabilities Act of 1990 should be directed to Gary W. Baskette, director of business services, 109 Student Services and Administration Building, Knoxville Tennessee 37996-0212, (615) 974-6622. Charges of violation of the above policy should also be directed to Mr. Baskette.

Authorization No. E14-1060-00-001-92

