

10035	Personal Assistant to an Elected Official	Quality of Match	Less:	7%	Equal:	89%	More:	5%
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Compensation Data Calculated On: 35 hours per week

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

Compensation Analysis	# of Municipalities	# of Job Rates	# of Observations	25th %ile	Median	75th %ile	Mean
All Municipalities							
Job Rate – Job Rate Weighted	22	23	67	72.0	74.3	85.4	77.8
Job Rate – Municipality Weighted	22	N/A	67	72.0	74.8	84.8	77.7
Job Minimum	22	N/A	N/A	57.9	63.9	71.9	65.2

Other Practices	% of Municipalities	Hours of Work	% of Municipalities	Reporting Level	% of Municipalities
Job Eligible for Overtime	86.4	35 hour week	90.9	Level 2 – Reports to CAO/City Mgr	--
Job Eligible for Incentives	9.1	37.5 hour week	4.5	Level 3 – Reports to Level 2	--
Job Covered by Collective Agreement	0.0	40 hour week	0.0		
Salaried Role	90.9	42 hour week	0.0		
Hourly Paid Role	9.1				
Merit Pay Structure Type	38.1				
Step Pay Structure Type	61.9				
Job Premium	0.0				
Performance-based Lump-sum Award	27.3				

Career Progression	# of Municipalities	Median	Mean
Number of Steps from Job Minimum to Job Rate	13	5	5
Number of Years from Job Minimum to Job Rate	15	4	4

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