



Total Compensation Package Estimate

Prepared on July 16, 2018

Name: Prospective Employee
Hire Date: TBD
Position: Assistant to the Director of Public Works

This illustration reflects insurance elections of Aetna EPO employee only medical coverage and MetLife PPO employee only dental insurance. The City will contribute towards the cost of dependent medical insurance, if this option is selected.

SALARY	City Costs	Employee Costs
Annual Base** (Grade 106, \$25.931 per hour).....	\$53,937.30	
Cell Phone Allowance (\$100 per month).....	\$ 1,200.00	
Longevity Lump Sum (\$4.00 for each month of service, begins December 2017)	\$ 0.00	
Total Salary	\$55,137.30	

NON-SALARY BENEFITS		
Employee Medical Insurance..... (City contributes \$286.19 * 24 pay periods; you contribute \$ 0.00 * 24 pay periods)	\$ 6,868.56	\$ 0.00
Dependent Medical Insurance	\$ 0.00	\$ 0.00
(City contributes \$ 0.00 * 24 pay periods; you contribute \$ 0.00 * 24 pay periods)		
Dental Insurance (City contributes \$13.83 * 24 pay periods).....	\$ 331.92	
Dependent Dental Insurance (You pay \$ 0.00 * 24 pay periods)	\$ 0.00	\$ 0.00
Group Insurance		
Life Insurance (City pays \$1.75 * 24 pay periods).....	\$ 42.00	
Voluntary Life Insurance of \$ 0.00 (\$ 0.00 * 12 months)		\$ 0.00
Spouse Voluntary Life Insurance of \$ 0.00 (\$ 0.00 * 12 months).....		\$ 0.00
Dependent Voluntary Life Insurance of \$ 0.00 on each eligible dependent (\$ 0.00 * 12 months).....		\$ 0.00
Accidental Death and Dismemberment (City pays \$0.75 * 24 pay periods)	\$ 18.00	
Long Term Disability (City pays \$6.46 * 24 pay periods).....	\$ 155.04	
Workers' Compensation Insurance.....	\$ 242.72	
Employee Assistance Program (City pays \$1.99 * 12 months).....	\$ 23.88	
Medicare (You and the City pay 1.45% of your base salary)	\$ 782.09	\$782.09
Social Security Savings (Annual savings of 6.2% due to City non-participation).....		<-\$3,344.11>
TMRS (You contribute 7% of your base salary; City contributes 12.48% adjusted for actuarial values)	\$ 6,731.38	\$3,775.61
Total Non-Salary Benefits	\$15,251.98	\$4,557.70
Non-Salary Benefits as a Percent of Total		21.67%

ANNUAL VALUE OF AVAILABLE LEAVE BENEFITS	
Vacation (80 hours a year * \$25.931 per hour)	\$ 2,074.51
Holidays (10 paid holidays per year * \$25.931 per hour)	\$ 2,074.51
Sick (10 days per year * \$25.931 per hour)	\$ 2,074.51
Bereavement/Emergency Leave	\$ 0.00
Jury Duty Leave.....	\$ 0.00
Military Leave.....	\$ 0.00
Total Annual Leave Benefits	\$ 6,223.53

TOTAL ANNUAL COMPENSATION		
Total Salary	\$ 55,137.30	(78.33%)
Total Non-Salary City Provided Benefits	\$ 15,251.98	(21.67%)
Total Fringe Benefits	\$ 0.00	(0.00%)
Total Annual Compensation & Benefits	\$70,389.28	(100.00%)

All figures are projected annual rates assuming you are employed by the City for the entire year. All figures on this report are approximate estimates and are used for illustrative purposes only. This report does not consider any future increases that have not yet occurred. This report does not alter the employment-at-will status of any employee employed by the City of Southlake. For complete benefit details please refer to the summary plan documents available in the Human Resources department. If you have any questions, please contact Human Resources at 817-748-8064.



**TUITION
REIMBURSEMENT**

The City reimburses full-time employees 100% of the local average of state tuition, laboratory, and registration fees and 50% of required textbooks. Employees must have been employed for 12 or more months and commit to two years of service. Additional restrictions apply, please refer to the policy for details.

The City awards longevity pay to full-time employees who have been employed with the City for 12 consecutive months as of December 31. Employees with 12-59 months of service will receive \$5 per month of service; employees with 60-179 months of service will receive \$6 per month of service; and employees with 180 or more months of service will receive \$7 per month of service. Longevity pay is paid once per year, generally in December and is capped at \$2,100. Longevity pay is subject to City Council approval and funding within the budget.

**LONGEVITY
PAY**



**HEALTHCARE
ADVISOR**



Full-time employees have access to Compass Professional Health Services. Compass is available, at no cost to the employee, to serve as a personal healthcare advisor. They can help employees navigate healthcare by providing doctor recommendations, hospital cost and quality information, reviewing bills, resolving disputes, providing prescription information and much more. Contact Human Resources for more information.

Full-time employees are provided group health insurance coverage through Aetna. New employees are eligible for health insurance on the first of the month following their hire date. The City offers three different plan options, allowing employees to choose the plan that is most suitable for their unique situation. The following rates are per pay period and are effective October 1, 2017.

**HEALTH
INSURANCE**



HDHP w/HSA	EPO	POS
Employee: \$ 0.00	Employee: \$ 0.00	Employee: \$ 33.54
Emp + Spouse: \$ 109.45	Emp + Spouse: \$ 166.69	Emp + Spouse: \$ 241.49
Emp + Child(ren): \$ 49.33	Emp + Child(ren): \$ 94.46	Emp + Child(ren): \$ 160.55
Emp + Family: \$ 182.45	Emp + Family: \$ 288.09	Emp + Family: \$ 397.78



**DENTAL
INSURANCE**

Full-time employees are eligible for dental coverage through MetLife. New employees are eligible for dental insurance on the first of the month following their hire date. Dependent coverage is paid for 100% by the employee. The rates are per pay period and are effective October 1, 2017.

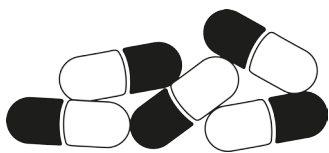
DHMO	PPO
Employee: \$ 0.00	Employee: \$ 0.00
Spouse: \$ 6.65	Spouse: \$ 16.80
Child(ren): \$ 7.39	Child(ren): \$ 19.82
Family: \$ 15.50	Family: \$ 38.64

VISION RATES

Employee:	\$ 2.60
Spouse:	\$ 4.93
Child(ren):	\$ 5.78
Family:	\$ 8.13

Full-time employees are eligible to enroll in vision insurance provided by MetLife. MetLife offers a diverse vision network of nearly 60,000 providers including both private and leading retail chains. For more information please contact Human Resources. The rates are per pay period and are effective October 1, 2017.

**VISION
INSURANCE**



**FLEXIBLE
SPENDING ACCOUNT**

The Flexible Spending Account allows employees to deduct insurance premiums, medical expenses, and day care expenses from their paychecks on a pre-tax basis.



**EMPLOYEE
ASSISTANCE
PROGRAM**

Provided through Alliance Work Partners (AWP), the EAP provides employees and their dependents 24-hour access to services related to counseling, eldercare issues, parenting concerns, legal questions, financial issues, and a variety of other topics.

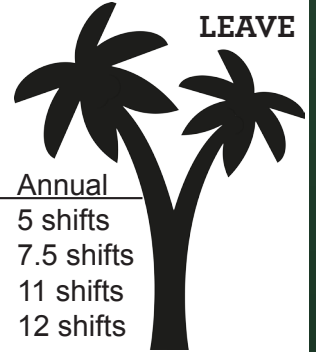


Full-time employees are provided, at no cost, group term life insurance and accidental death & dismemberment insurance equal to one times their annual salary up to \$50,000 through Unum. Supplemental voluntary life insurance is also available to employees through Unum at a cost. TMRS also provides one times their annual salary in life insurance to regular full-time employees.

Full-time employees are provided, at no cost, long-term disability insurance. LTD is provided by Unum and pays 60% of an employee's monthly earnings (up to \$5,000 per month) after a 90-day waiting period if they become disabled and are no longer able to perform the functions of their job.

Full-time employees are eligible to accrue vacation leave. Employees are not eligible to take vacation leave until they have been employed for six months. Unused leave balances will carry over to the next year up to a maximum accrual of 240 hours (360 for fire shift personnel). Employees may be paid for unused vacation balance upon termination after twelve months of employment.

VACATION LEAVE



Regular Employee Accrual:

Tenure	Per Period	Annual
0-59 months	3.08 hours	2 weeks
60-119 months	4.62 hours	3 weeks
120-239 months	7.08 hours	4 weeks, 3 days
240+ months	8.00 hours	5 weeks, 1 day

Fire Shift Accrual:

Tenure	Per Period	Annual
0-59 months	5 hours	5 shifts
60-119 months	7.5 hours	7.5 shifts
120-239 months	11 hours	11 shifts
240+ months	12 hours	12 shifts

SICK LEAVE



All full-time employees accrue 3.08 hours (7.5 hours for fire shift personnel) of sick leave per pay period. Employees may accrue up to a maximum of 720 hours of sick leave.

COMPENSATORY LEAVE

Non-exempt employees may elect to accrue up to 48 hours of comp time off in lieu of overtime pay. Supervisor approval is required. Comp time is accrued at a rate of one and a half (1-1/2) hours for each hour of overtime worked.



Full-time employees are granted ten (10) paid holidays per year. New Year's Day, Martin Luther King Jr., Good Friday, Memorial Day, Independence Day, Labor Day/September 11, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve and Christmas Day.

HOLIDAY PAY



RETIREMENT PLAN &



DEFERRED COMPENSATION

All full-time, regular employees are required to participate in TMRS (Texas Municipal Retirement System). Employees contribute 7% of their gross pay, which is matched 2:1 by the City. After five (5) years of participation in TMRS, an employee is fully vested. Employees may retire once vested at age 60 or after 20 years of service at any age. For more information contact Human Resources or TMRS. The City of Southlake does not participate in the Social Security program.

Full-time employees can save additional money for retirement through a 457 deferred compensation plan. Employees can choose to voluntarily defer monies through Nationwide or ICMA Retirement Corporation. Contact Human Resources for more information.

Sworn Police and Fire personnel within DPS may be eligible for certification pay of the following amounts: Intermediate Certification: \$60 per month; Advanced Certification: \$100 per month; Master's Certification: \$125 per month. Certification pay is not cumulative.

CERTIFICATION PAY



Position:	Assistant to the Director of Public Works
Reports to:	Director of Public Works
FLSA Status:	Exempt
Date:	July 2018



JOB DESCRIPTION

JOB SUMMARY:

The purpose of this position is to provide high level assistance to the Director of Public Works with a variety of administrative, budgetary, research and management functions. This is accomplished by coordinating and directing activities of other staff members and by planning and executing various tasks related to assigned projects. Other duties include managing assigned contracts; performing project management; researching and coordinating special projects as directed by the Director and City Council.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<p>Work product models established corporate culture in conformance with City values.</p>
<p>Integrity: Models uncompromising commitment to the highest level of ethical behavior; earns and promotes trust within the organization and with those we serve; treats others with respect and inspires the trust of others; values diversity.</p>
<p>Innovation: Values progressive thinking, creativity, flexibility and adaptability in service delivery; understands how to evaluate and mitigate risk associated with original ideas and approaches; embraces process improvement and fosters an environment where employees aspire to implementation of best/next practices and creatively solve problems; displays original thinking and creativity; Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.</p>
<p>Accountability: Takes responsibility for his/her own action or inaction; achieves expected results with little or no direct oversight; balances timely performance with quality of work; makes best use of time and resources; uses principles of employee engagement to motivate staff to use discretionary effort toward meeting departmental goals. Acknowledges mistakes and course corrects as necessary. Values transparency.</p>
<p>Commitment to Excellence: Work is characterized by its quality and by the diligence with which it is carried out; proactively seeks to solve problems in advance; promotes the achievement of technical and management excellence; demonstrates commitment to organizational learning; establishes a work environment strongly committed to customer relationships and develops methods for understanding customer pull to ensure the provision of high value services; looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.</p>
<p>Teamwork: Recognizes the importance of working together to meet our citizens' needs, communicating clearly, and sharing resources and information freely. Builds team spirit and enthusiasm within the department and workgroups; collaborates effectively with other departments and employees, elected and appointed officials, volunteers and other service providers/partners. Appreciates diversity and values inclusion; inspires positive</p>

environment of cooperation.

Demonstrates technical excellence and ensures implementation of goals in conformance with established strategies and organizational expectations.

Attention to Detail: Performs tasks with care and is thorough. Checks work to ensure accuracy and completeness. Compares final work product to what is expected to find inconsistencies or errors. Remains aware and takes care of details that are easy to overlook or dismiss as insignificant.

Adaptability: Adapts to changes in the work environment; manages competing demands; able to deal with frequent change or unexpected events; changes approach or method to best fit the situation.

Analytical: Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects. Selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.

Organizational Support: Provides highly complex and professional staff assistance to the Director; prepares and presents staff reports and other necessary correspondence; develops and presents recommendations on programs, policies and procedures as a result of assigned projects.

Project Management: Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project activities.

Strategic Thinking: Understands and applies fundamentals of business strategic management such as with balanced scorecards and metrics; develops strategies to achieve departmental and organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities and adapts strategy to changing conditions.

Institutes and maintains a customer-centric work environment that promotes customer and community engagement.

Customer Focus: Exhibits a commitment to exceeding the customer's expectations by providing an exceptional customer experience. Understands and applies the principles of quality customer service by responding promptly to customer needs and requests and reinforcing those expectations with those in the department by example. Monitors customer service efforts of the department, including the oversight of customer service trends and performance metrics. Answers phone calls, visitors, emails, and letters in a professional, helpful manner by providing accurate and informative information with the ability to resolve problems or refer inquires to the correct contact.

Partnerships/Relationship Management: Develops and nurtures community relationships and organizational partnerships by providing reports and presentations to executive staff members, City Council, advisory boards, civic and service organizations, the business community and general public. Establishes and maintains positive relationships with vendors, contractors, and community volunteers through frequent interaction, attentiveness and accuracy of information and responses.

Safeguards the public's trust.

Financial Stewardship: Researches and monitors budgets as assigned; ensures expenditures are in accordance with City-established financial principles; ensures adherence to effective internal controls. Actively seeks ways to reduce costs and improve efficiency. Develops partnerships to reduce cost of service and improve service delivery. Provides high quality services using sustainable business practices. Understands the true costs of services and programs provided.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

<p>Formal Education: Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.</p>
<p>Experience: Up to two (2) years of relevant experience.</p>
<p>Supervision: Job has no responsibility for the direction or supervision of others.</p>
<p>Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
<p>Freedom to Act: Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.</p>
<p>Technical Skills: Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
<p>Fiscal Responsibility: Does research for budget documents; and compiles data for computer entry; enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than a division size, i.e. program, projects, or cost centers.</p>
<p>Working Conditions: Working conditions are relatively free from unpleasant environmental conditions or hazards. Office environment.</p>
<p>Reading Skills: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
<p>Math Skills: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
<p>Writing Skills: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
<p>Certificates & Other Requirements:</p> <ul style="list-style-type: none"> • Equivalent to a Bachelors degree from an accredited college or university with major coursework in public administration, environmental science, business administration, or related field. Masters degree preferred. • Possession of, or ability to obtain, a valid Texas Drivers License.

OVERALL PHYSICAL STRENGTH DEMANDS:

Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

C - Continuously 2/3 or more of the time.	F - Frequently From 1/3 to 2/3 of the time.	O - Occasionally Up to 1/3 of the time.	R - Rarely Less than 1 hour per week.	N - Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations
Sitting	F	Desk work; meetings
Walking	O	To other departments/offices/office equipment
Lifting	O	Files
Carrying	F	Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Twisting	F	From computer to telephone
Vision	C	Reading; computer screen
Hearing	C	Communicating via telephone/radio to coworkers/public
Talking	F	Communicating via telephone/radio to coworkers/public

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, printer, and related software, telephone, copier, fax machine, lap-top and projector.

PROTECTIVE EQUIPMENT REQUIRED:

None.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

SIGNATURE AND APPROVAL:

I have reviewed this description and find it to be an accurate representation of the demands of the position.

Stacey Black, Interim Director of Human Resources

Printed Name & Title

Signature

Date

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

Printed Name

Signature

Date