



*We exist to provide outstanding opportunities through recreation for children and adults with disabilities.*

## **NWSRA Personnel Committee Meeting**

**July 29, 2021**

**10:00 A.M.**

**Park Central Banquet Room**

**3000 West Central Road**

**Rolling Meadows, IL 60008**

### **Agenda**

- I. NWSRA Market Benchmarking and Compensation Structure Development Project May 2020 – HR Source
  - A. Report Review – Oral - Joy Lynn
  - B. Proposed FT Salary Ranges for 2020
  - C. Updated Proposed FT Salary Ranges for 2022
  
- II. Staff Recommendations for Employee Salaries
  - A. Freezing the Salary Ranges for 2022-2024
  - B. Proposed Employee Market Adjustments for 2022

*An extension of the local park districts serving*

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect  
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

---

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.nwsra.org](http://www.nwsra.org)

## Full-Time Salary Ranges 2020 - 2023

Pay Grade	Position Title	Minimum	Mid-Point	Maximum
10	Receptionist	\$31,877.63	\$36,047.10	\$40,372.84
11	Administrative Assistant	\$34,767.48	\$40,426.70	\$46,087.00
11	Program Specialist	\$35,568.00	\$41,198.30	\$46,858.30
11	Registrar	\$34,767.48	\$40,426.70	\$46,087.00
12	Program Coordinator	\$38,085.03	\$45,339.47	\$52,593.91
13	Administrative Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Operations Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Graphic and Communications Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Events Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Registration Office Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Collaborative Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Foundation Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Inclusion Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Support Services Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Recruitment Coordinator (new)	\$41,695.55	\$50,847.89	\$60,001.31
14	Manager of Special Recreation	\$45,621.68	\$57,026.29	\$68,431.97
14	Manager of Support Services	\$45,621.68	\$57,026.29	\$68,431.98
14	Manager of Inclusion Services	\$45,621.68	\$57,026.29	\$68,431.98
14	Foundation Manager (new)	\$45,621.68	\$57,026.29	\$68,431.98
14	Administrative Manager (new)	\$45,621.68	\$57,026.29	\$68,431.98
15	Sr. Manager of Special Recreation	\$51,164.57	\$63,955.44	\$76,747.39
16	Finance Manager	\$57,381.74	\$71,726.91	\$86,072.07
17	Superintendent of Communication and IT	\$64,353.98	\$80,441.93	\$96,530.97
17	Superintendent of Development	\$64,353.98	\$80,441.93	\$96,530.97
18	Superintendent of Admin Services	\$72,172.84	\$90,216.85	\$108,259.79
18	Superintendent of Recreation	\$72,172.84	\$90,216.85	\$108,259.79
22	Executive Director	\$114,178.60	\$142,723.52	\$171,267.36

## Full-Time Salary Ranges 2022 - 2024

Position Title	HR Source Recommendations					
	Minimum			Midpoint		
	2021	13%	25%	37%	2021	75%
Receptionist	32,483.30	33,545.48	34,607.65	35,669.82	36,732.00	38,935.96
Administrative Assistant	37,164.97	39,487.78	41,810.59	44,133.40	46,456.21	51,101.83
Recreation Specialist	37,164.97	39,487.78	41,810.59	44,133.40	46,456.21	51,101.83
Registrar	37,164.97	39,487.78	41,810.59	44,133.40	46,456.21	51,101.83
Program Coordinator	37,164.97	39,487.78	41,810.59	44,133.40	46,456.21	51,101.83
Graphic and Communications Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Events Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Registration Office Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Collaborative Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Inclusion Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Support Services Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Foundation Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Administrative Coordinator	41,332.54	43,915.82	46,499.10	49,082.39	51,665.67	56,832.24
Operations Coordinator	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Recruitment Coordinator	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Manager of Special Recreation	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Manager of Support Services	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Manager of Inclusion Services	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Manager of Collaboratives	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Foundation Manager	45,967.44	48,840.41	51,713.37	54,586.34	57,459.30	63,205.23
Administrative Manager	51,122.09	54,317.22	57,512.36	60,707.49	63,902.62	70,292.88
Finance Manager	56,854.77	60,408.20	63,961.62	67,515.04	71,068.46	78,175.31
Sr. Manager of Special Recreation	63,230.30	67,182.19	71,134.08	75,085.98	79,037.87	86,941.66
Superintendent of Communication and IT	70,320.75	74,715.80	79,110.85	83,505.89	87,900.94	96,691.03
Superintendent of Development	70,320.75	74,715.80	79,110.85	83,505.89	87,900.94	96,691.03
Superintendent of Recreation	70,320.75	74,715.80	79,110.85	83,505.89	87,900.94	96,691.03
Superintendent of Administrative Services	86,976.13	92,412.14	97,848.15	103,284.15	108,720.16	119,592.18
Executive Director	119,639.60	127,117.07	134,594.55	142,072.02	149,549.50	164,504.45

Date: July 29, 2021  
To: Craig Talsma, Personnel Committee Chair  
From: Tracey Crawford – Executive Director  
RE: NWSRA Market Benchmarking and Compensation Structure  
Development Project and Staff Recommendations

---

## **History**

A salary compensation study was completed in 2015, NWSRA completes a salary compensation study every five years. In October 2019, the Personnel Committee approved a full salary comprehensive study to be conducted in 2020 for a 2021 budget impact.

In the fall of 2019, HR Source was contacted to complete the survey. HR Source currently creates the Illinois Park and Recreation Association (IPRA) Salary Study as well as many Special Recreation Associations. Upon completion of the survey, COVID-19 hit and significantly affected the economy and job market in Illinois. In response, NWSRA froze salaries at the 2019 rates and no merit increases were given in FY2020. The FY2020 ranges were then approved for use for FY2021.

## **Recommendations**

Based on the October 2020 Personnel Committee recommendations:

- Staff reached out to HR Source to request the cost of a reevaluation of the salary range portion to address any possible COVID-19 impact to the job market. In the spring of 2021, HR Source updated the ranges, taking in consideration the pandemics financial impact during the last year and a half. ( ie, Updated Proposed FT Salary Ranges for 2022)
- Staff also investigated moving from an annual aging salary range to a static salary range. This include moving employees into the proper percentiles in the ranges based on their tenure and experience. The static salary range would remain in place for 3 years until a new comprehensive salary survey is completed. (See below)

## **HR Source Percentile Ranges Based on Tenure and Experience**

HR Source solidified the salary ranges with the minimum, median and maximum, creating percentiles allowing placement of each employee based on their individual experience and tenure in their current positions.

Entry Level	3+ years	5+ years	7+ years	10+ years	20+ years	30+ years
Minimum	13%	25%	37%	50%	75%	100%

## **Market Adjustment Charts**

To implement the necessary market adjustments and move employees into their recommended percentile salary range, staff have created the market adjustment charts below:

### **Market Adjustment Chart (to address the minimum range)**

Job Title	2021 Rate	Min	2022 Rate Adjustments	2022 Rate
Recreation Specialist	36,279.36	37,164.97	885.61	37,164.97
Recreation Specialist	36,279.36	37,164.97	885.61	37,164.97
Recreation Specialist	35,568.00	37,164.97	1,596.97	37,164.97
Recreation Specialist	35,568.00	37,164.97	1,596.97	37,164.97
Recreation Specialist	35,568.00	37,164.97	1,596.97	37,164.97
Recreation Specialist	35,568.00	37,164.97	1,596.97	37,164.97
Recreation Specialist	35,568.00	37,164.97	1,596.97	37,164.97
		<b>Total</b>	<b>9,756.07</b>	

### **Market Adjustment Chart (to address the percentile rate adjustments)**

Job Title	2021 Rate	Percentile	2022 Rate Adjustments	2022 Rate
Manager of Special Recreation - Athletics	48,060.48	13%	779.92	48,840.41
Executive Director	149,324.21	50%	225.29	149,549.50
Superintendent of Recreation I	81,537.33	37%	1,968.56	83,505.89
Superintendent of Recreation II	74,193.68	13%	522.12	74,715.80
Collaborative Coordinator	42,946.42	13%	969.41	43,915.82
Superintendent of Administrative Services	84,872.00	13%	7,540.14	92,412.14
Events Coordinator	42,140.53	13%	1,775.18	43,915.72
Collaborative Coordinator	42,842.18	13%	1,073.54	43,915.72
Office Coordinator	53,084.82	75%	8,913.98	61,998.80
Superintendent of Marketing & IT	73,969.04	25%	5,141.81	79,110.85
Registrar	45,820.32	75%	5,281.51	51,101.83
Graphics Communication Coordinator	42,726.69	13%	1,189.03	43,915.72
		<b>Total</b>	<b>35,381.49</b>	

### **Staff Recommended Action Steps**

Based on the salary ranges and the adjustments outlined above:

- Seven employees fell under the new minimum ranges – Staff recommends an immediate one-time salary adjustment to align with the new salary ranges created by HR Source with a budget impact of \$9,756.07
- Twelve employees are below their suggested percentile based on their tenure and experience in their current positions. – Staff recommends a one-time salary adjustment for outlined employees to move them into the proper percentile that reflects their tenure and experience with a budget impact of \$35,381.49.

For a total budget impact of \$45,137.56 for FY 2021.

Once adjustments are made and annual merit increases resume, all employees will be aligned in their properly aligned within the appropriate salary range. Therefore, the salary ranges will be static until the next Comprehensive Salary Survey is completed, which staff recommends completing in approximately 3 years.

### **Recommendations to take to the Board:**

- **Approve the NWSRA Market Benchmarking and Compensation Structure Development Project as presented.**
- **Approve the HR Source updated salary ranges for 2022 – 2024 as presented.**
- **Approve the Market Adjustment Chart outlining for minimum range adjustments for the seven employees with a budget impact of \$9,756.07 as presented.**
- **Approve the Market Adjustment Chart outlining the percentile rate adjustments for the 13 employees with a budget impact of \$35,381.49 as presented.**