

Scan No

# *Wage and Benefit Survey Report*

**eopic**

East Central Private Industry Council

East Central Private Industry Council

**INPICA**

Indiana Private Industry Council Association



Ball State  
University

Conducted by:

Bureau of Business Research and  
Human Resource Management Program  
Ball State University  
Muncie, IN 47306

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# Introduction

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## **Purpose:**

The purpose of this survey is to obtain an accurate statistical profile of the wage and compensation practices of the Private Industry Councils (PICs) within Indiana. This information helps organizations keep abreast of changes and trends in this very important component of employee-related costs. The data provide a benchmark that PICs can use when evaluating their own compensation practices.

## **About the sponsors:**

The **East Central Private Industry Council's** purpose is to promote the training of personnel as more effective employees in order to make East Central Indiana the place where business comes to work. Towards that goal, the Council shall have effective planning, implementation and oversight of employment and training programs in our service area.

**INPICA** is an association of Private Industry Councils dedicated to the advocacy for and promotion of the establishment of a state-wide workforce development system that provides for a strong local elected official and business-led board governance role for welfare-to-work and work-to-work components. INPICA promotes communication between the members of and among the Private Industry Councils of Indiana, as well as, informing appropriate elected and appointed officials, organizations and individuals of issues impacting governance and coordination of workforce development activities at the local level.

The Ball State University **Human Resources Management Program** offers human resource degrees at the undergraduate and graduate levels. The program emphasizes experiential educational opportunities, such as this Wage and Benefit Survey.

The **Bureau of Business Research** is the main research unit within the College of Business at Ball State University. Established in 1970, the Bureau serves the research needs of the College faculty, as well as providing many services for the business community of East Central Indiana. For more information about the Bureau, contact Patrick Barkey at (317) 285-5926.



# Interpretation of Job Salary Information

The salary information reported on the following pages is based on the responses gathered from the 14 organizations who responded to the Wage and Benefit Survey. Every effort was made to report salary figures that are reliable and representative, yet respect the need for confidentiality of individual respondents.

For this reason, jobs or job information that is based on less than two (2) responses is omitted from this report. In all cases, dollar figures are reported as annual salaries. You may divide the salary by 2080 hours ( $=52 \times 40$ ) to get a representative hourly rate.

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the High Pay and Low Pay figures are computed as a simple average, and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low Pay range.

The Job Match graph reports the level of agreement between the job description as given in the survey (and reproduced in this report) and the actual position. A "high" match means that the actual position is more demanding than the description, with a "low" meaning just the opposite. Thus you may use the Job Match information to get an idea of whether or not the position description matched the actual jobs for the organizations who responded.



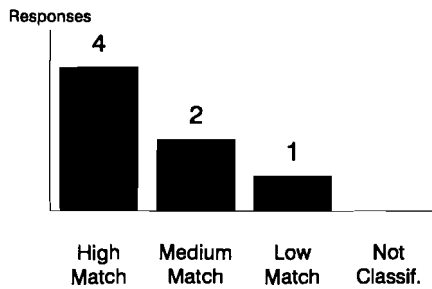
# ECPIC/INPICA Wage and Benefit Survey Report

Position: Communications Coordinator

Actual Pay		Salary Range	
High Pay	\$24,094	High	\$30,835
Average Pay	\$23,831	Midpoint	\$24,421
Low Pay	\$23,575	Low	\$19,391

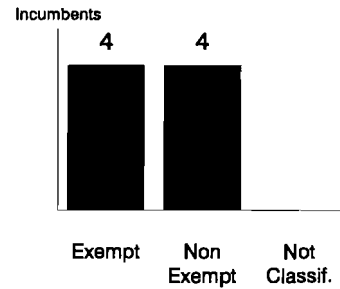
## Survey Response Information

Job Match with Description



Total Organizations Reporting: 7

Exempt Status of Incumbents



Total Incumbents: 8

**Note:**

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.

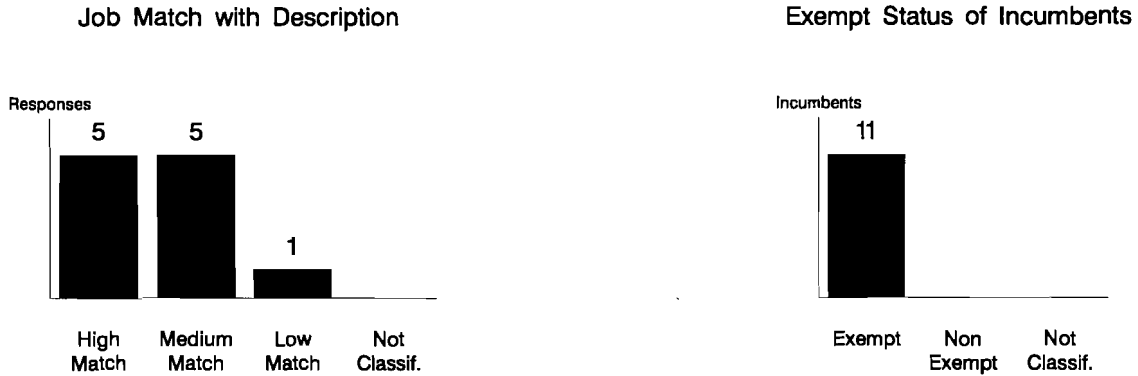
Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Controller

	Actual Pay		Salary Range
High Pay	\$37,333	High	\$44,450
Average Pay	\$37,333	Midpoint	\$35,918
Low Pay	\$37,333	Low	\$30,312

## Survey Response Information



Total Organizations Reporting: 11

Total Incumbents: 11

**Note:**  
 The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.  
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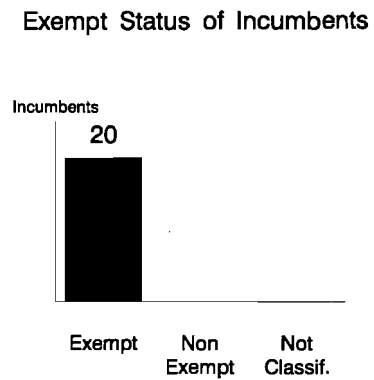
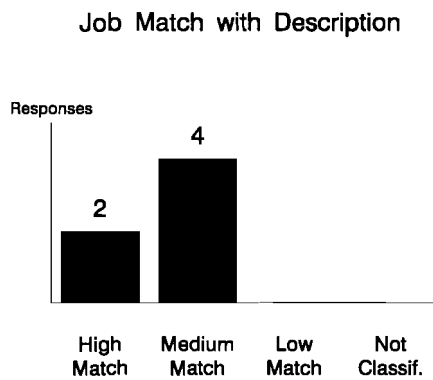


# ECPIC/INPICA Wage and Benefit Survey Report

Position: County Coordinator(Rural County Office)

Actual Pay		Salary Range	
High Pay	\$26,893	High	\$32,575
Average Pay	\$26,320	Midpoint	\$27,586
Low Pay	\$24,622	Low	\$23,366

## Survey Response Information



Total Organizations Reporting: 6

Total Incumbents: 20

**Note:**

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.

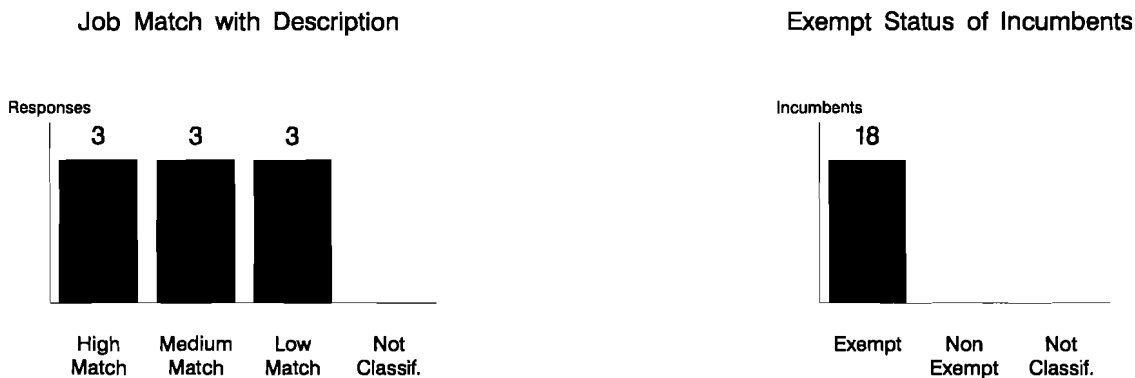
Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: County Coordinator(Full Service Urban Office)

	Actual Pay		Salary Range
High Pay	\$29,732	High	\$35,727
Average Pay	\$27,867	Midpoint	\$29,984
Low Pay	\$28,523	Low	\$24,026

## Survey Response Information



Total Organizations Reporting: 9

Total Incumbents: 18

**Note:**  
The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.  
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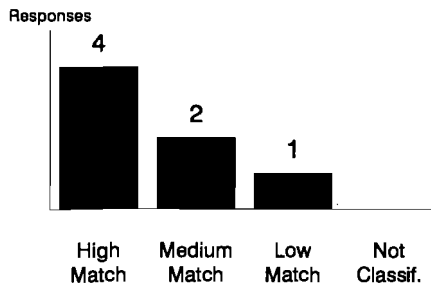
# ECPIC/INPICA Wage and Benefit Survey Report

Position: Customer Service Representative (Service Office)

Actual Pay		Salary Range	
High Pay	\$20,706	High	\$27,700
Average Pay	\$18,037	Midpoint	\$20,510
Low Pay	\$15,122	Low	\$16,000

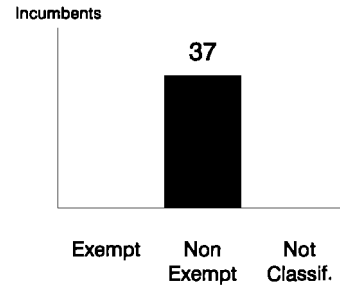
## Survey Response Information

Job Match with Description



Total Organizations Reporting: 7

Exempt Status of Incumbents



Total Incumbents: 37

**Note:**

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.

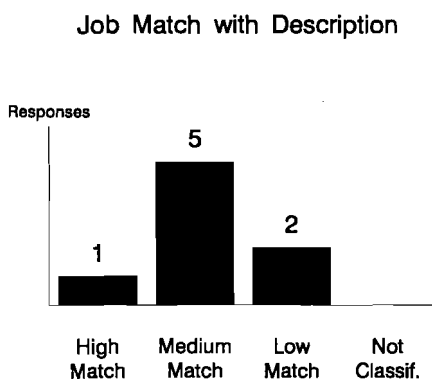
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# ECPIC/INPICA Wage and Benefit Survey Report

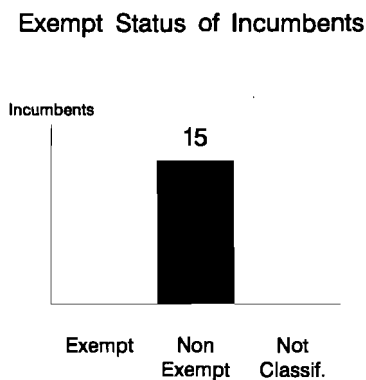
Position: Customer Service Representative (Fiscal)

	Actual Pay		Salary Range
High Pay	\$20,291	High	\$25,325
Average Pay	\$19,006	Midpoint	\$20,171
Low Pay	\$17,688	Low	\$15,926

## Survey Response Information



Total Organizations Reporting: 8



Total Incumbents: 15

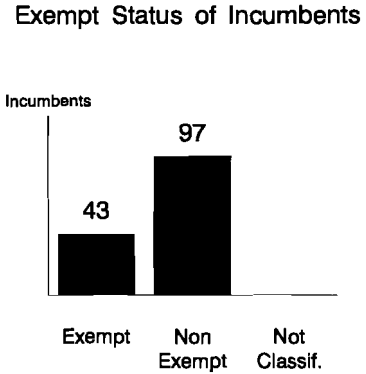
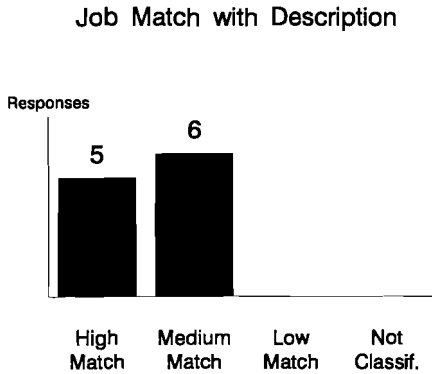
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Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Employment Specialist

	Actual Pay		Salary Range
High Pay	\$27,769	High	\$32,943
Average Pay	\$24,347	Midpoint	\$25,581
Low Pay	\$20,861	Low	\$19,573

## Survey Response Information



Total Organizations Reporting: 11

Total Incumbents: 140

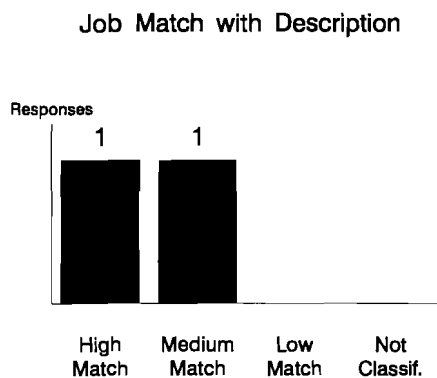
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# ECPIC/INPICA Wage and Benefit Survey Report

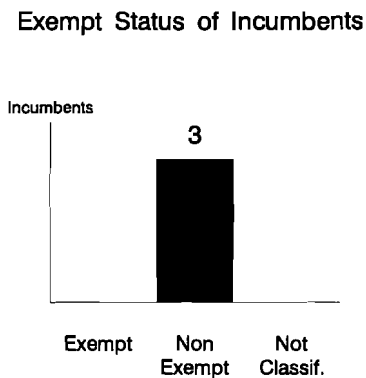
Position: Employment Specialist – Unemployment Insurance Profiling

Actual Pay		Salary Range	
High Pay	\$24,856	High	\$26,639
Average Pay	\$22,734	Midpoint	
Low Pay	\$20,103	Low	\$18,508

## Survey Response Information



Total Organizations Reporting: 2



Total Incumbents: 3

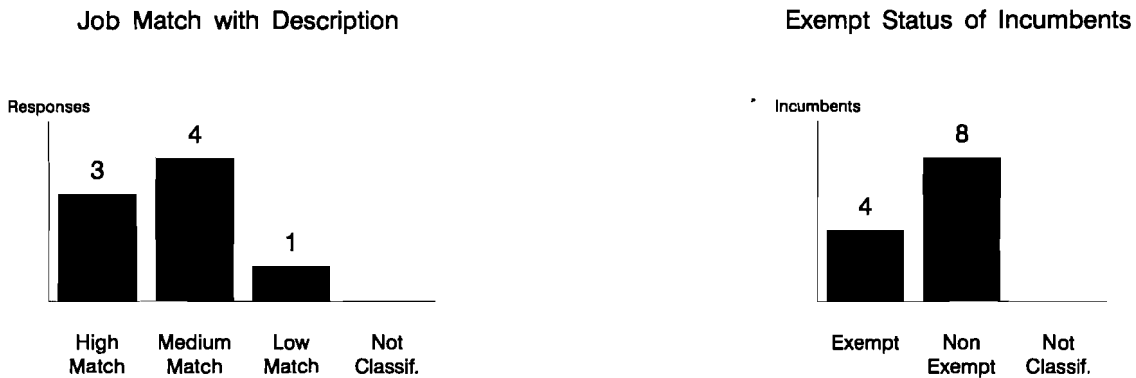
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# ECPIC/INPICA Wage and Benefit Survey Report

Position: Employment Specialist – Workforce Development Center

	Actual Pay		Salary Range
High Pay	\$27,281	High	\$32,415
Average Pay	\$25,616	Midpoint	\$26,442
Low Pay	\$25,719	Low	\$20,880

## Survey Response Information



Total Organizations Reporting: 8

Total Incumbents: 12

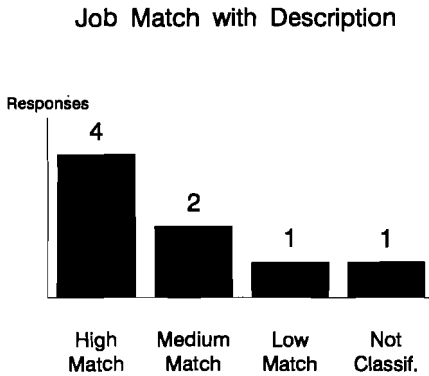
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# ECPIC/INPICA Wage and Benefit Survey Report

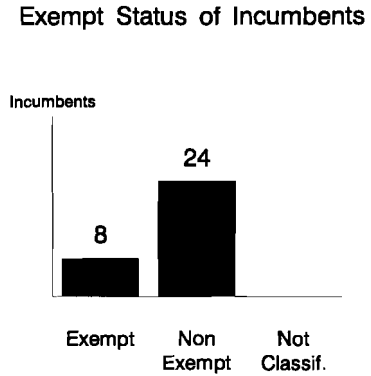
Position: Employment Specialist – IMPACT

	Actual Pay		Salary Range
High Pay	\$26,346	High	\$31,532
Average Pay	\$24,009	Midpoint	\$25,928
Low Pay	\$23,429	Low	\$20,747

## Survey Response Information



Total Organizations Reporting: 8



Total Incumbents: 32

**Note:**  
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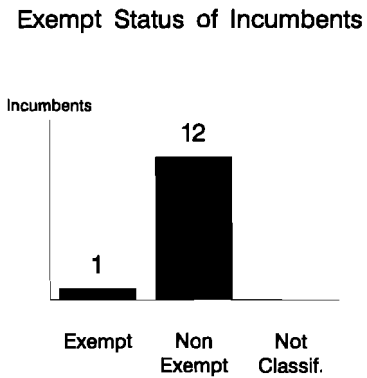
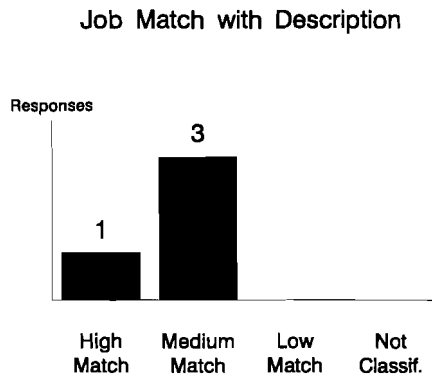


# ECPIC/INPICA Wage and Benefit Survey Report

Position: Employment Specialist – Education Set Aside Project

Actual Pay		Salary Range	
High Pay	\$23,425	High	\$31,537
Average Pay	\$20,426	Midpoint	\$24,987
Low Pay	\$22,166	Low	\$19,249

## Survey Response Information



Total Organizations Reporting: 4

Total Incumbents: 13

**Note:**

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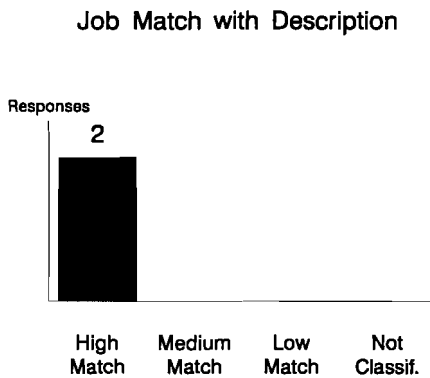
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# ECPIC/INPICA Wage and Benefit Survey Report

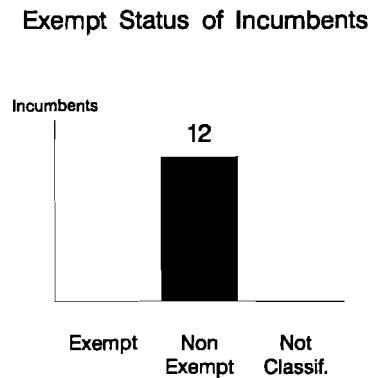
Position: Employment Specialist – Summer Youth Program

Actual Pay		Salary Range	
High Pay	\$20,218	High	\$23,899
Average Pay	\$19,219	Midpoint	\$21,622
Low Pay	\$20,218	Low	\$20,218

## Survey Response Information



Total Organizations Reporting: 2



Total Incumbents: 12

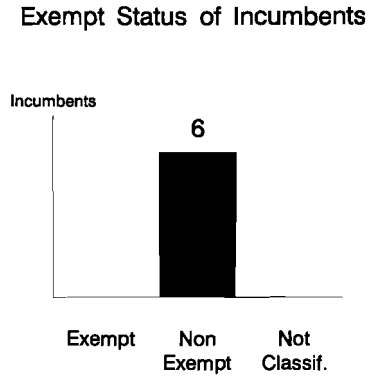
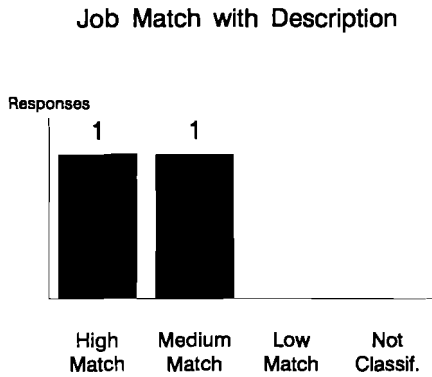
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# ECPIC/INPICA Wage and Benefit Survey Report

Position: Employment Specialist – Summer Youth Program/Lab

	Actual Pay	Salary Range
High Pay	\$21,258	High
Average Pay	\$21,563	Midpoint
Low Pay	\$21,258	Low

## Survey Response Information



Total Organizations Reporting: 2

Total Incumbents: 6

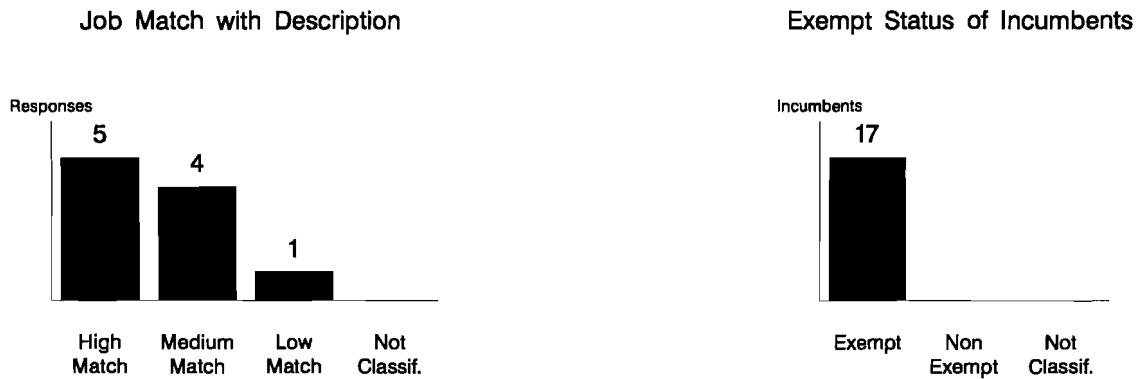
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 Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Field Operations Director

Actual Pay		Salary Range	
High Pay	\$42,687	High	\$48,435
Average Pay	\$40,125	Midpoint	\$40,581
Low Pay	\$38,809	Low	\$33,010

## Survey Response Information



Total Organizations Reporting: 10

Total Incumbents: 17

**Note:**

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.

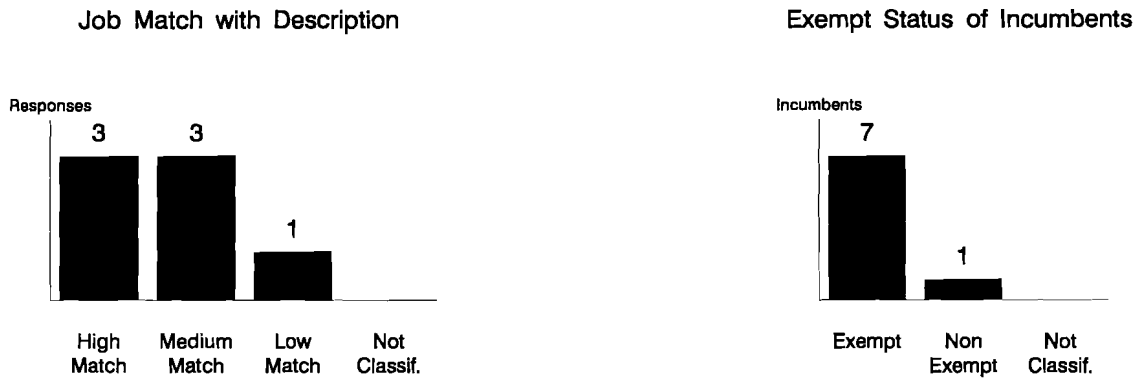
Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Financial Coordinator

Actual Pay		Salary Range	
High Pay	\$26,007	High	\$33,944
Average Pay	\$25,155	Midpoint	\$26,779
Low Pay	\$25,519	Low	\$20,932

## Survey Response Information



Total Organizations Reporting: 7

Total Incumbents: 8

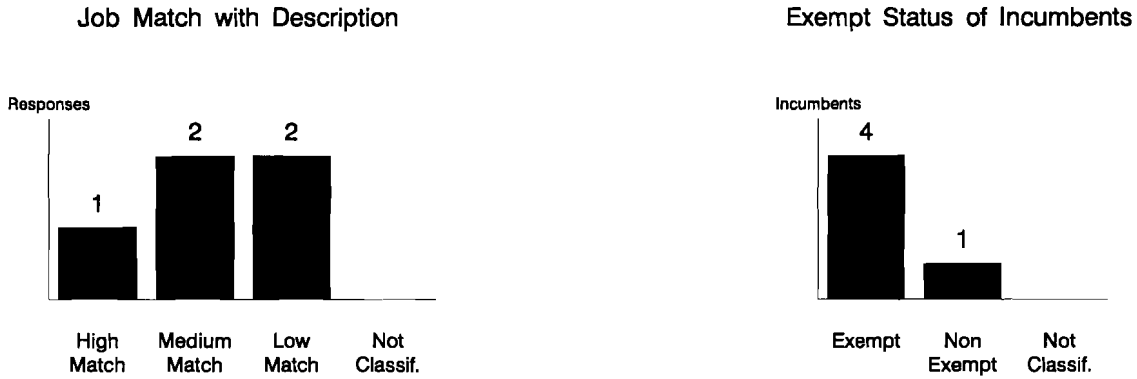
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# ECPIC/INPICA Wage and Benefit Survey Report

Position: Human Resources Coordinator

	Actual Pay		Salary Range
High Pay	\$27,680	High	\$32,435
Average Pay	\$27,680	Midpoint	\$26,993
Low Pay	\$27,680	Low	\$22,261

## Survey Response Information



Total Organizations Reporting: 5

Total Incumbents: 5

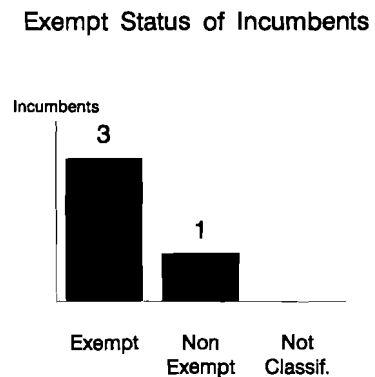
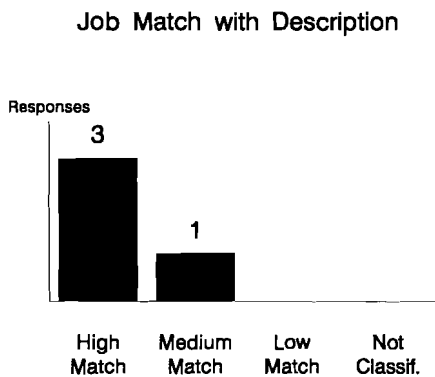
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 Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: IMPACT Program Coordinator

	Actual Pay		Salary Range
High Pay	\$34,065	High	\$43,383
Average Pay	\$34,065	Midpoint	\$36,514
Low Pay	\$34,065	Low	\$30,456

## Survey Response Information



Total Organizations Reporting: 4

Total Incumbents: 4

**Note:**

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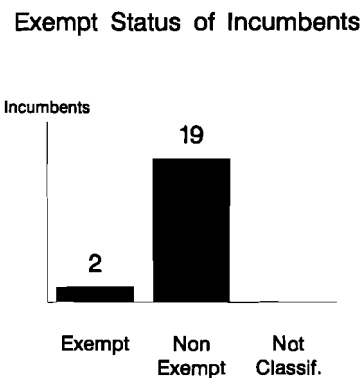
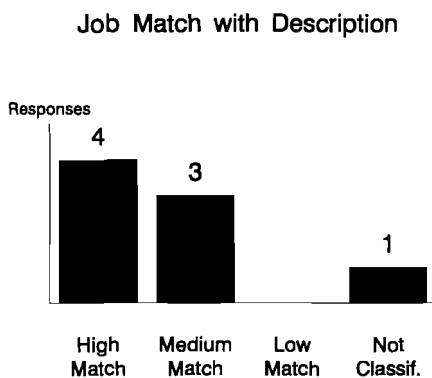
Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Participant Services Specialist/Eligibility Determination

Actual Pay		Salary Range	
High Pay	\$25,217	High	\$30,831
Average Pay	\$20,688	Midpoint	\$25,091
Low Pay	\$23,561	Low	\$19,246

## Survey Response Information



Total Organizations Reporting: 8

Total Incumbents: 21

**Note:**  
 The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.  
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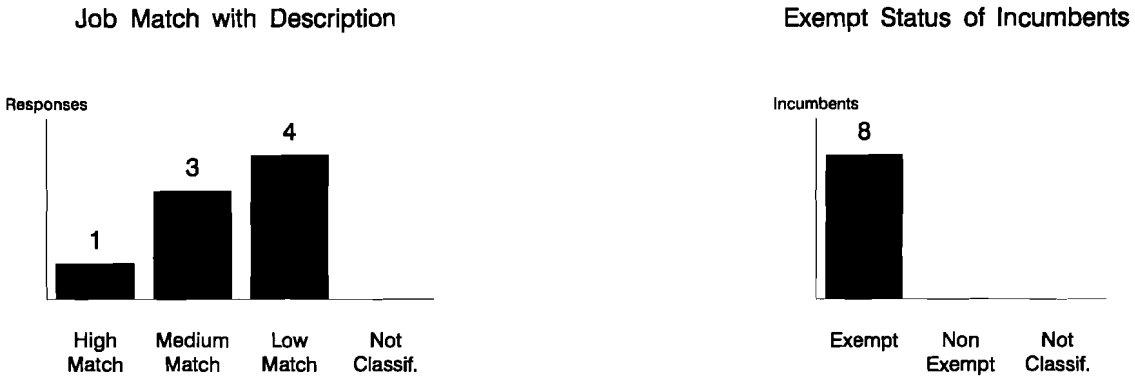


# ECPIC/INPICA Wage and Benefit Survey Report

Position: Program Design/Technical Specialist

	Actual Pay		Salary Range
High Pay	\$30,054	High	\$35,975
Average Pay	\$30,054	Midpoint	\$30,317
Low Pay	\$30,054	Low	\$25,089

## Survey Response Information



Total Organizations Reporting: 8

Total Incumbents: 8

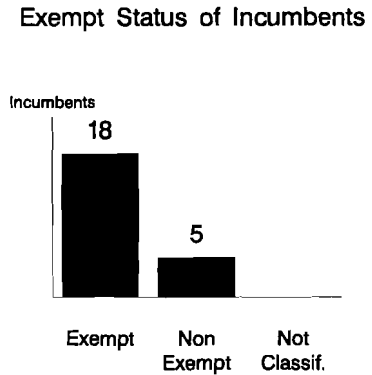
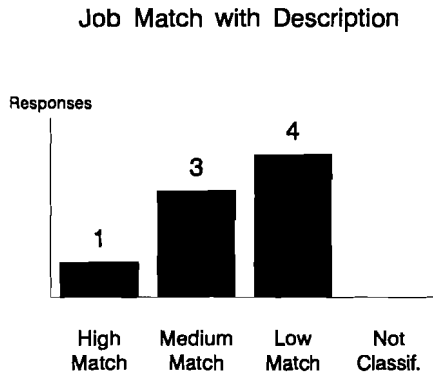
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 Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Participant Services Technical Assistant

	Actual Pay		Salary Range
High Pay	\$20,779	High	\$27,576
Average Pay	\$23,017	Midpoint	\$22,344
Low Pay	\$18,439	Low	\$18,127

## Survey Response Information



Total Organizations Reporting: 8

Total Incumbents: 23

**Note:**

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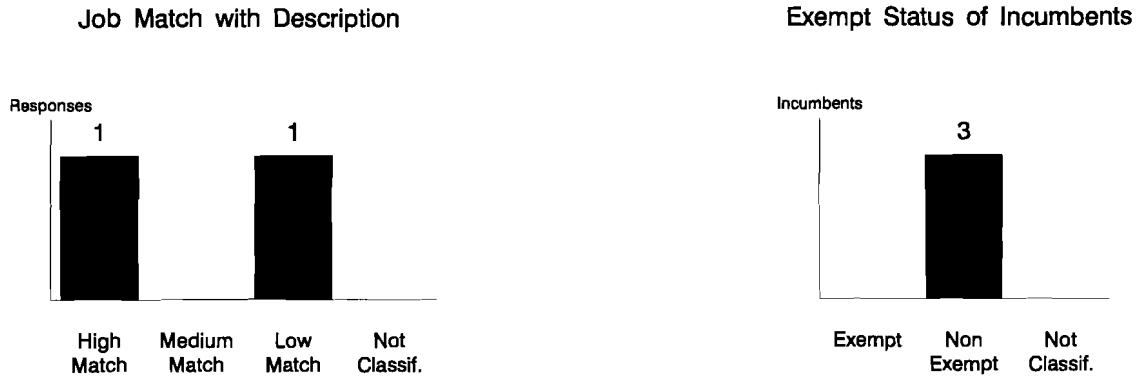
# ECPIC/INPICA

## Wage and Benefit Survey Report

Position: Service Representative – IMPACT

Actual Pay		Salary Range	
High Pay	\$17,056	High	\$20,839
Average Pay	\$17,146	Midpoint	\$18,200
Low Pay	\$17,056	Low	\$16,217

### Survey Response Information



Total Organizations Reporting: 2

Total Incumbents: 3

**Note:**

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.

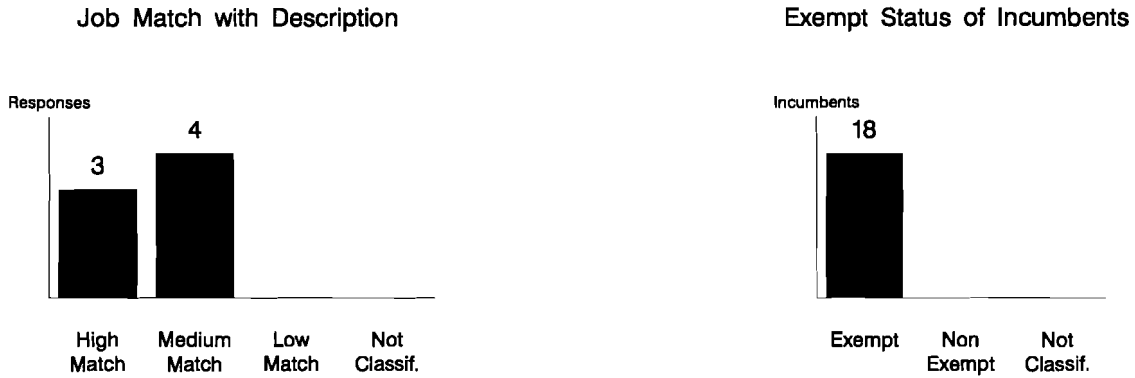
Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Special Projects Coordinator

	Actual Pay		Salary Range
High Pay	\$32,917	High	\$37,607
Average Pay	\$30,838	Midpoint	\$31,131
Low Pay	\$29,157	Low	\$24,961

## Survey Response Information



Total Organizations Reporting: 7

Total Incumbents: 18

**Note:**

The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.

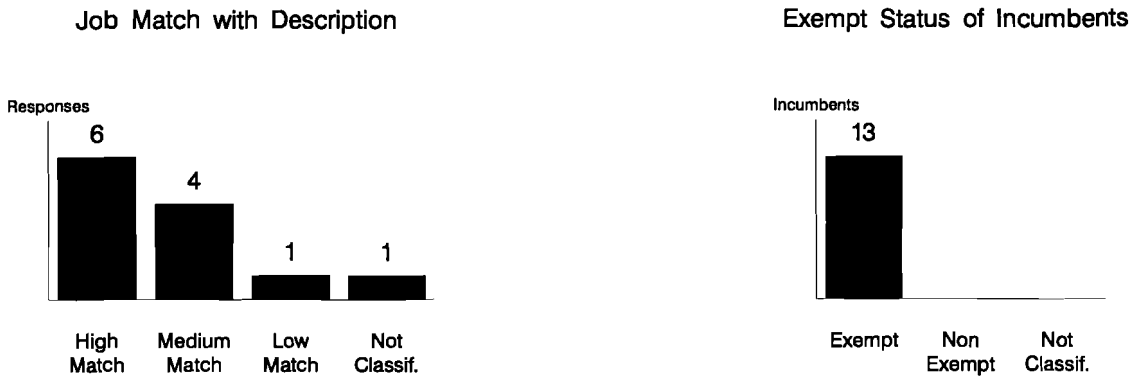
Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Chief Executive Officer

Actual Pay		Salary Range	
High Pay	\$54,789	High	\$61,524
Average Pay	\$53,557	Midpoint	\$51,545
Low Pay	\$52,989	Low	\$42,796

## Survey Response Information



Total Organizations Reporting: 12

Total Incumbents: 13

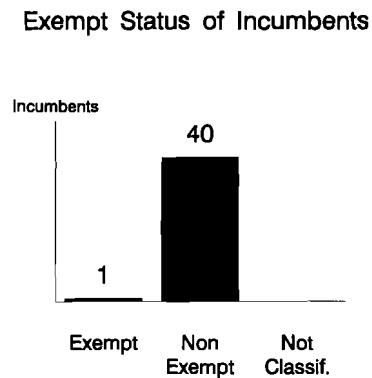
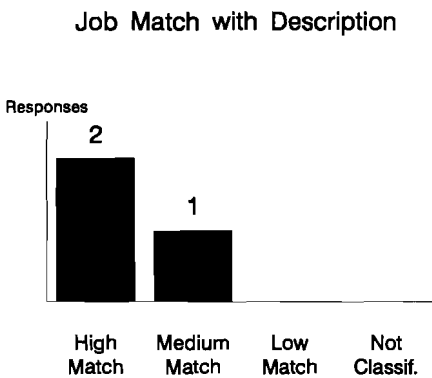
**Note:**  
 The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.  
 Figures for categories with less than two organizations reporting are not shown.

# ECPIC/INPICA Wage and Benefit Survey Report

Position: Worksite Supervisor

	Actual Pay		Salary Range
High Pay	\$25,501	High	\$26,598
Average Pay	\$15,163	Midpoint	\$23,567
Low Pay	\$20,648	Low	\$21,079

## Survey Response Information



Total Organizations Reporting: 3

Total Incumbents: 41

**Note:**  
 The average pay shown is a weighted average, using the number of incumbents at each responding organization as the weight. Because the actual high pay and actual low pay figures are computed as a simple average (not based upon the number of incumbents), and also because, in some cases, the organizations who respond to the individual questions may not exactly coincide, the average figure may occasionally lie outside the High/Low range.  
 Figures for categories with less than two organizations reporting are not shown.

# Pay Practices

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1. **Budgeted percentage for merit increases in 1996:** 3.9%  
**Percentage actually given:** 2.5%
2. **Percentage budgeted for merit increases 1997:** 4.2%
3. **Standard number of paid hours in the work week:** 42.0 *hours*





# Benefits Information for Employees ---

## 1. Health Care Benefits

**Organizations offering a health insurance plan to employees: 100.0%**

Is it a cafeteria (Section 125) plan? Yes **41.7%**

### Options included in insurance plan:

**Deductible amounts:** Family: **\$500.00**  
Employee only: **\$222.70**  
Dependent coverage: **\$462.50**

**Organizations offering sick days to its employees: 92.9%**

Number of days per year: **11.5 days**

### Sick days not used during the year are:

Carried over to the next year: **91.7%**

Paid to employees at year-end: **0.0%**

Days lost: **8.3%**

## 2. Pension Benefit

**Organizations offering a retirement plan to its employees: 100.0%**

Company funded: **64.3%**

Employee funded: **7.1%**

Both: **28.6%**

**Organizations offering a 401(k) savings plan: 21.4%**

Maximum amount employees may contribute: **\$200.00**

Company match: **33.3%**

Amount of match: **5.0%**

## 3. Holiday and Vacation Pay

**Average number of paid holidays: 12.3 days**

**Additional compensation paid for holidays work: 21.4%**

Rate: 1.5 times: **0.0%**

2 times: **66.7%**

other: **33.3%**

**Number of years employees must work to be paid for:**

One week of vacation: **0.95** Three weeks of vacation: **5.6**

Two weeks of vacation: **2.1** Four weeks of vacation: **10.8** other: **16.8**

**Benefits Information for Employees (Continued)**

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	<u>Not Offered</u>	<u>Offered to Full-Time Only</u>	<u>Offered to Full and Part-Time</u>
<b>4. Benefits offered by organization:</b>			
<b>Options available:</b>			
Long-term Disability	35.7%	64.3%	
Dependent Care Account	92.3%		7.7%
Medical		85.7%	14.3%
AD&D	23.1%	69.2%	7.7%
Hospitalization		85.7%	14.3%
Vacation	7.1%	71.4%	21.4%
Dental	21.4%	71.4%	7.1%
Life		85.7%	14.3%
Vision	78.6%	21.4%	
Health Care Account	84.6%	7.7%	7.7%
Pension	7.1%	64.3%	28.6%
401(k)	78.6%	14.3%	7.1%
Profit Sharing	100.0%		
Short-term Disability	50.0%	50.0%	
Other:	76.9%	15.5%	7.7%
<b>5. Dependent Care</b>			
Dependent care programs:			7.7%
<b>6. Number of staff who are furnished a leased vehicle:</b>			0.2 employees

## Other Information

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1. **Annual Operating Budget: \$3,887,632**
2. **Percentage of Annual Operating Budget spent directly on costs in support of client training: 44.2 %**

3. **Funding sources used:**

**JTPA:**

IIA - Adult	100.0%
IIC - Youth	100.0%
IIB - Summer Youth	100.0%
III - Dislocated Worker	100.0%
Governor's Reserve	92.9%
IV-C - Veterans	28.6%
Technical Assistance	100.0%
Incentive Award	100.0%
Eight Percent Education	78.6%
Rapid Response	92.9%
One Stop Career Center Grant	92.9%
Other	21.4%

**Public Law 38:**

Dislocated Worker	78.6%
Other	14.3%

**Integrated Services:**

Wagner Peyser	78.6%
Unemployment Insurance	78.6%
LVER	64.3%
DVOP	57.1%
Other	7.1%

**School to Work:**

School to Work	
Opportunities Act	35.7%
Carl Perkins	64.3%
Other	7.1%

**Other Information** *(Continued)*

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*(3. Funding Sources— continued)*

**IMPACT:**

AFDC	85.7%
Food Stamps	85.7%
Other	0.0%

**Other:**

<i>Other 1:</i>	57.1%
<i>Other 2:</i>	50.0%
<i>Other 3:</i>	35.7%
<i>Other 4:</i>	14.3%

**4. Staff employment level for 12 month period:**

Number of full-time staff (30 hours per week or greater): **38.0 full-time**  
Number of part-time staff (Less than 30 hours per week): **2.8 part-time**  
Number of subcontracts: **2.9 subs**  
Number of full-time staff (30 hours per week or greater): **6.5 full-time**  
Number of part-time staff (Less than 30 hours per week): **2.8 part-time**

**5. Number of counties in PIC designated Service Delivery Area: 6.3**

**Number of service offices you provide in your Service Delivery Area: 6.8**

Number of full-time service offices (30 hours per week or greater): **6.3 full-time**  
Number of part-time service offices (Less than 30 hours per week): **1.0 part-time**

**6. Number of additional counties for which you provide services: 2.0**

**Number of additional service offices for which you are responsible: 0.5**

Number of full-time service offices (30 hours per week or greater): **0.3 full-time**  
Number of part-time service offices (Less than 30 hours per week): **0.3 part-time**