

# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, July 12, 2018 3:24:36 PM  
**Last Modified:** Thursday, July 12, 2018 3:31:19 PM  
**Time Spent:** 00:06:42  
**IP Address:** 66.195.67.210

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### Q1 What is your name and jurisdiction?

Jesse Lightle

### Q2 Has your community digitized any of the following? Please check all that apply

- Insurance open enrollment
- Record retention
- Budget processes
- Purchase order requests / processing

### Q3 If you answered yes to any of the options above, what software do you use?

- Insurance open enrollment **MUNIS**
- Record retention **Laserfiche**
- Budget processes **MUNIS**
- purchase order requests **MUNIS**

### Q4 In your Administration Department, how many of the following employees do you have:

Secretaries (Under the supervision of the Executive Assistant, performs a variety of routine and detailed administrative tasks, provides clerical duties necessary to meet the demands of the Administration office; responsible for greeting and directing customers and the day to day tasks necessary to ensure accurate and timely performance of departmental functions.) **25% of a full-time employee assigned to another department**

### Q5 In your Police Department, how many of the following employees do you have:

Secretaries (See definition above) **We contract for police services.**

**Q6** In your Fire Department, how many of the following employees do you have:

Secretaries (See definition above)

**2**

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**Q7** In your Public Works Department, how many of the following employees do you have:

Secretaries (See definition above)

**1**

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**Q8** In your IT Department, how many of the following employees do you have:

**Respondent skipped this question**

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**Q9** In your Finance Department, how many of the following employees do you have:

**Respondent skipped this question**

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**Q10** In your HR Department, how many of the following employees do you have:

**Respondent skipped this question**

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**Q11** Are your public information services (e.g. marketing, PIO, community outreach) housed in an independent department?

**No**

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**Q12** If you answered "yes" to the previous question how many of the following employees do you have:

**Respondent skipped this question**

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**Q13** For the positions of Secretary, Administrative Assistant, and Executive Assistant, do your community's pay ranges differ by department?

**No**

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## #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, July 13, 2018 7:13:04 AM  
**Last Modified:** Friday, July 13, 2018 7:18:31 AM  
**Time Spent:** 00:05:26  
**IP Address:** 98.28.224.26

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**Q1** What is your name and jurisdiction?

Liberty Township

**Q2** Has your community digitized any of the following?  
 Please check all that apply

**Insurance open  
 enrollment**

**Q3** If you answered yes to any of the options above, what software do you use?

Insurance open enrollment

**Paycor HR**

**Q4** In your Administration Department, how many of the following employees do you have:

Secretaries (Under the supervision of the Executive Assistant, performs a variety of routine and detailed administrative tasks, provides clerical duties necessary to meet the demands of the Administration office; responsible for greeting and directing customers and the day to day tasks necessary to ensure accurate and timely performance of departmental functions.) **1**

Executive Assistants (Under the supervision of the Township Administrator [could be director]; provides high-level administrative support by conducting research, preparing reports, handling information requests, and performs a variety of routine and complex administrative, clerical and technical tasks; trains and supervises administrative support staff.) **2**

**Q5** In your Police Department, how many of the following employees do you have:

Secretaries (See definition above) **0**

Administrative Assistants (See definition above) **0**

Executive Assistants (See definition above) **0**

**Q6** In your Fire Department, how many of the following employees do you have:

Secretaries (See definition above)	0
Administrative Assistants (See definition above)	0
Executive Assistants (See definition above)	1

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**Q7** In your Public Works Department, how many of the following employees do you have:

Secretaries (See definition above)	0
Administrative Assistants (See definition above)	0
Executive Assistants (See definition above)	0

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**Q8** In your IT Department, how many of the following employees do you have:

Secretaries (See definition above)	Na
Administrative Assistants (See definition above)	Na
Executive Assistants (See definition above)	Na

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**Q9** In your Finance Department, how many of the following employees do you have:

Secretaries (See definition above)	0
Administrative Assistants (See definition above)	0
Executive Assistants (See definition above)	0

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**Q10** In your HR Department, how many of the following employees do you have:

Secretaries (See definition above)	0
Administrative Assistants (See definition above)	0
Executive Assistants (See definition above)	0

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**Q11** Are your public information services (e.g. marketing, PIO, community outreach) housed in an independent department? **Yes**

---

**Q12** If you answered "yes" to the previous question how many of the following employees do you have:

Secretaries (See definition above)	0
Administrative Assistants (See definition above)	0
Executive Assistants (See definition above)	0

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**Q13** For the positions of Secretary, Administrative Assistant, and Executive Assistant, do your community's pay ranges differ by department? **Yes**

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# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, July 16, 2018 8:51:23 AM  
**Last Modified:** Monday, July 16, 2018 10:50:56 AM  
**Time Spent:** 01:59:33  
**IP Address:** 66.161.212.226

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## Q1 What is your name and jurisdiction?

Renetta Edwards, ColerainTownship

## Q2 Has your community digitized any of the following? Please check all that apply

**Record retention**  
**Purchase order requests / processing**

## Q3 If you answered yes to any of the options above, what software do you use?

Record retention **OnBase**  
 purchase order requests **UAN**

## Q4 In your Administration Department, how many of the following employees do you have:

Secretaries (Under the supervision of the Executive Assistant, performs a variety of routine and detailed administrative tasks, provides clerical duties necessary to meet the demands of the Administration office; responsible for greeting and directing customers and the day to day tasks necessary to ensure accurate and timely performance of departmental functions.)	<b>1</b>
Administrative Assistants (Under general direction of and reports to the Executive Assistant; Supports the efforts of the Executive Assistant; Performs overall administrative duties to advance the efforts and success of Administration/Human Resources and West Chester Township.)	<b>1</b>
Executive Assistants (Under the supervision of the Township Administrator [could be director]; provides high-level administrative support by conducting research, preparing reports, handling information requests, and performs a variety of routine and complex administrative, clerical and technical tasks; trains and supervises administrative support staff.)	<b>2</b>

**Q5** In your Police Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>1</b>
Executive Assistants (See definition above)	<b>2 Owens and Phillips</b>

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**Q6** In your Fire Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>2 Jenny and Nancy</b>
Executive Assistants (See definition above)	<b>2 chief Miller and Chief walls</b>

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**Q7** In your Public Works Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>2 shannon and tawanna</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q8** In your IT Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>1</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q9** In your Finance Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>2 christina and shannon</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q10** In your HR Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>1</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q11** Are your public information services (e.g. marketing, PIO, community outreach) housed in an independent department? **Yes**

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**Q12** If you answered "yes" to the previous question how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>2</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q13** For the positions of Secretary, Administrative Assistant, and Executive Assistant, do your community's pay ranges differ by department? **No**

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# #4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, July 16, 2018 11:14:07 AM  
**Last Modified:** Monday, July 16, 2018 11:16:05 AM  
**Time Spent:** 00:01:58  
**IP Address:** 74.219.232.36

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**Q1** What is your name and jurisdiction?

Suzanne Parker, Anderson Township

**Q2** Has your community digitized any of the following?  
Please check all that apply

**Purchase order requests /  
processing**

**Q3** If you answered yes to any of the options above, what software do you use?

purchase order requests

**BUCS**

**Q4** In your Administration Department, how many of the following employees do you have:

Secretaries (Under the supervision of the Executive Assistant, performs a variety of routine and detailed administrative tasks, provides clerical duties necessary to meet the demands of the Administration office; responsible for greeting and directing customers and the day to day tasks necessary to ensure accurate and timely performance of departmental functions.) **1**

Administrative Assistants (Under general direction of and reports to the Executive Assistant; Supports the efforts of the Executive Assistant; Performs overall administrative duties to advance the efforts and success of Administration/Human Resources and West Chester Township.) **1**

**Q5** In your Police Department, how many of the following employees do you have:

**Respondent skipped this question**

**Q6** In your Fire Department, how many of the following employees do you have:

Secretaries (See definition above) **1**

**Q7** In your Public Works Department, how many of the following employees do you have:

Secretaries (See definition above)

1

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**Q8** In your IT Department, how many of the following employees do you have:

Respondent skipped this question

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**Q9** In your Finance Department, how many of the following employees do you have:

Respondent skipped this question

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**Q10** In your HR Department, how many of the following employees do you have:

Respondent skipped this question

---

**Q11** Are your public information services (e.g. marketing, PIO, community outreach) housed in an independent department?

No

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**Q12** If you answered "yes" to the previous question how many of the following employees do you have:

Respondent skipped this question

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**Q13** For the positions of Secretary, Administrative Assistant, and Executive Assistant, do your community's pay ranges differ by department?

No

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# #5

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, July 16, 2018 1:56:06 PM  
**Last Modified:** Monday, July 16, 2018 2:10:00 PM  
**Time Spent:** 00:13:53  
**IP Address:** 66.161.221.162

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## Q1 What is your name and jurisdiction?

City of Mason

## Q2 Has your community digitized any of the following? Please check all that apply

**New hire onboarding,**

**Insurance open enrollment**

**Budget processes**

**Purchase order requests / processing**

## Q3 If you answered yes to any of the options above, what software do you use?

New hire onboarding

**Kronos - we are getting ready to implement Kronos software for payroll, personnel and timekeeping.**

Insurance open enrollment

**Kronos - we are getting ready to implement Kronos software for payroll, personnel and timekeeping.**

Budget processes

**Budget is an proprietary program we developed inhouse.**

purchase order requests

**FINX - SandeCMI allows for approval and request process for purchasing**

**Q4** In your Administration Department, how many of the following employees do you have:

Secretaries (Under the supervision of the Executive Assistant, performs a variety of routine and detailed administrative tasks, provides clerical duties necessary to meet the demands of the Administration office; responsible for greeting and directing customers and the day to day tasks necessary to ensure accurate and timely performance of departmental functions.)	<b>1/2</b>
Administrative Assistants (Under general direction of and reports to the Executive Assistant; Supports the efforts of the Executive Assistant; Performs overall administrative duties to advance the efforts and success of Administration/Human Resources and West Chester Township.)	<b>1</b>
Executive Assistants (Under the supervision of the Township Administrator [could be director]; provides high-level administrative support by conducting research, preparing reports, handling information requests, and performs a variety of routine and complex administrative, clerical and technical tasks; trains and supervises administrative support staff.)	<b>0</b>

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**Q5** In your Police Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>4</b>
Administrative Assistants (See definition above)	<b>0</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q6** In your Fire Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>1</b>
Administrative Assistants (See definition above)	<b>0</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q7** In your Public Works Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>1</b>
Administrative Assistants (See definition above)	<b>0</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q8** In your IT Department, how many of the following employees do you have:

Secretaries (See definition above)	<b>0</b>
Administrative Assistants (See definition above)	<b>0</b>
Executive Assistants (See definition above)	<b>0</b>

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**Q9** In your Finance Department, how many of the following employees do you have:

Secretaries (See definition above)	1/2
Administrative Assistants (See definition above)	0
Executive Assistants (See definition above)	0

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**Q10** In your HR Department, how many of the following employees do you have:

Secretaries (See definition above)	0
Administrative Assistants (See definition above)	1/2
Executive Assistants (See definition above)	1

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**Q11** Are your public information services (e.g. marketing, PIO, community outreach) housed in an independent department? **No**

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**Q12** If you answered "yes" to the previous question how many of the following employees do you have: **Respondent skipped this question**

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**Q13** For the positions of Secretary, Administrative Assistant, and Executive Assistant, do your community's pay ranges differ by department? **No**

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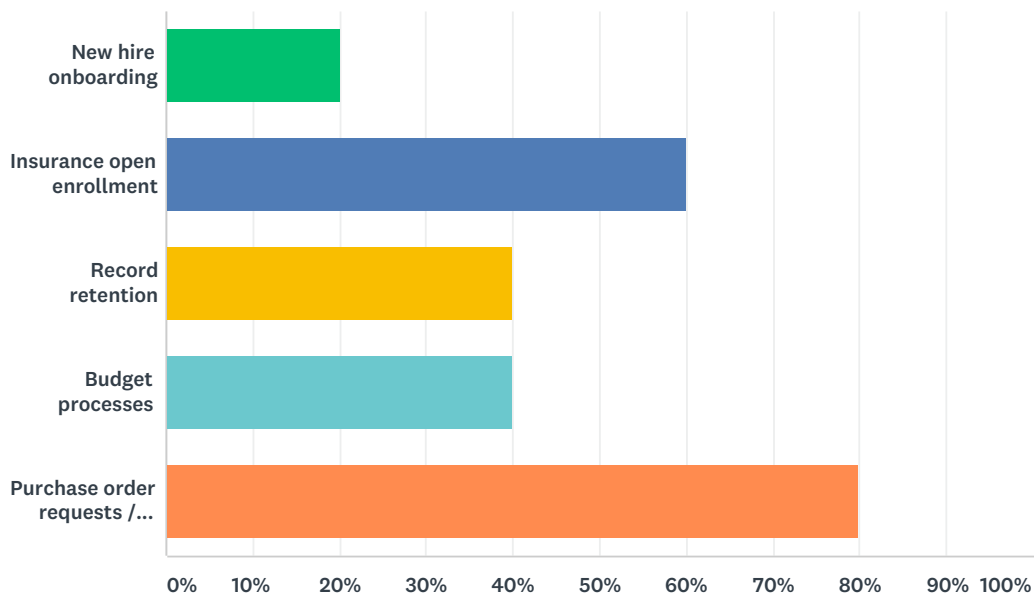
## Q1 What is your name and jurisdiction?

Answered: 5 Skipped: 0

#	RESPONSES	DATE
1	City of Mason	7/16/2018 2:10 PM
2	Suzanne Parker, Anderson Township	7/16/2018 11:16 AM
3	Renetta Edwards, ColerainTownship	7/16/2018 10:51 AM
4	Liberty Township	7/13/2018 7:19 AM
5	Jesse Lightle	7/12/2018 3:31 PM

## Q2 Has your community digitized any of the following? Please check all that apply

Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES
New hire onboarding	20.00% 1
Insurance open enrollment	60.00% 3
Record retention	40.00% 2
Budget processes	40.00% 2
Purchase order requests / processing	80.00% 4
Total Respondents: 5	

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

### Q3 If you answered yes to any of the options above, what software do you use?

Answered: 5 Skipped: 0

ANSWER CHOICES	RESPONSES
New hire onboarding	20.00% 1
Insurance open enrollment	60.00% 3
Record retention	40.00% 2
Budget processes	40.00% 2
purchase order requests	80.00% 4

#	NEW HIRE ONBOARDING	DATE
1	Kronos - we are getting ready to implement Kronos software for payroll, personnel and timekeeping.	7/16/2018 2:10 PM

#	INSURANCE OPEN ENROLLMENT	DATE
1	Kronos - we are getting ready to implement Kronos software for payroll, personnel and timekeeping.	7/16/2018 2:10 PM
2	Paycor HR	7/13/2018 7:19 AM
3	MUNIS	7/12/2018 3:31 PM

#	RECORD RETENTION	DATE
1	OnBase	7/16/2018 10:51 AM
2	Laserfiche	7/12/2018 3:31 PM

#	BUDGET PROCESSES	DATE
1	Budget is an proprietary program we developed inhouse.	7/16/2018 2:10 PM
2	MUNIS	7/12/2018 3:31 PM

#	PURCHASE ORDER REQUESTS	DATE
1	FINX - SandeCMI allows for approval and request process for purchasing	7/16/2018 2:10 PM
2	BUCS	7/16/2018 11:16 AM
3	UAN	7/16/2018 10:51 AM
4	MUNIS	7/12/2018 3:31 PM

### Q4 In your Administration Department, how many of the following employees do you have:

Answered: 5 Skipped: 0

ANSWER CHOICES	RESPONSES
Secretaries (Under the supervision of the Executive Assistant, performs a variety of routine and detailed administrative tasks, provides clerical duties necessary to meet the demands of the Administration office; responsible for greeting and directing customers and the day to day tasks necessary to ensure accurate and timely performance of departmental functions.)	100.00% 5

Administrative Assistants (Under general direction of and reports to the Executive Assistant; Supports the efforts of the Executive Assistant; Performs overall administrative duties to advance the efforts and success of Administration/Human Resources and West Chester Township.) 60.00% 3

Executive Assistants (Under the supervision of the Township Administrator [could be director]; provides high-level administrative support by conducting research, preparing reports, handling information requests, and performs a variety of routine and complex administrative, clerical and technical tasks; trains and supervises administrative support staff.) 60.00% 3

#	SECRETARIES (UNDER THE SUPERVISION OF THE EXECUTIVE ASSISTANT, PERFORMS A VARIETY OF ROUTINE AND DETAILED ADMINISTRATIVE TASKS, PROVIDES CLERICAL DUTIES NECESSARY TO MEET THE DEMANDS OF THE ADMINISTRATION OFFICE; RESPONSIBLE FOR GREETING AND DIRECTING CUSTOMERS AND THE DAY TO DAY TASKS NECESSARY TO ENSURE ACCURATE AND TIMELY PERFORMANCE OF DEPARTMENTAL FUNCTIONS.)	DATE
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1	1/2	7/16/2018 2:10 PM
2	1	7/16/2018 11:16 AM
3	1	7/16/2018 10:51 AM
4	1	7/13/2018 7:19 AM
5	25% of a full-time employee assigned to another department	7/12/2018 3:31 PM

#	ADMINISTRATIVE ASSISTANTS (UNDER GENERAL DIRECTION OF AND REPORTS TO THE EXECUTIVE ASSISTANT; SUPPORTS THE EFFORTS OF THE EXECUTIVE ASSISTANT; PERFORMS OVERALL ADMINISTRATIVE DUTIES TO ADVANCE THE EFFORTS AND SUCCESS OF ADMINISTRATION/HUMAN RESOURCES AND WEST CHESTER TOWNSHIP.)	DATE
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1	1	7/16/2018 2:10 PM
2	1	7/16/2018 11:16 AM
3	1	7/16/2018 10:51 AM

#	EXECUTIVE ASSISTANTS (UNDER THE SUPERVISION OF THE TOWNSHIP ADMINISTRATOR [COULD BE DIRECTOR]; PROVIDES HIGH-LEVEL ADMINISTRATIVE SUPPORT BY CONDUCTING RESEARCH, PREPARING REPORTS, HANDLING INFORMATION REQUESTS, AND PERFORMS A VARIETY OF ROUTINE AND COMPLEX ADMINISTRATIVE, CLERICAL AND TECHNICAL TASKS; TRAINS AND SUPERVISES ADMINISTRATIVE SUPPORT STAFF.)	DATE
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1	0	7/16/2018 2:10 PM
2	2	7/16/2018 10:51 AM
3	2	7/13/2018 7:19 AM

### Q5 In your Police Department, how many of the following employees do you have:

Answered: 4 Skipped: 1

ANSWER CHOICES	RESPONSES
Secretaries (See definition above)	100.00% 4
Administrative Assistants (See definition above)	75.00% 3
Executive Assistants (See definition above)	75.00% 3

#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	4	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM



3	0	7/13/2018 7:19 AM
4	We contract for police services.	7/12/2018 3:31 PM
#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	1	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM
#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	2 Owens and Phillips	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

## Q6 In your Fire Department, how many of the following employees do you have:

Answered: 5 Skipped: 0

ANSWER CHOICES	RESPONSES
Secretaries (See definition above)	100.00% 5
Administrative Assistants (See definition above)	60.00% 3
Executive Assistants (See definition above)	60.00% 3

#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	1	7/16/2018 2:10 PM
2	1	7/16/2018 11:16 AM
3	0	7/16/2018 10:51 AM
4	0	7/13/2018 7:19 AM
5	2	7/12/2018 3:31 PM
#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	2 Jenny and Nancy	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM
#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	2 chief Miller and Chief walls	7/16/2018 10:51 AM
3	1	7/13/2018 7:19 AM

## Q7 In your Public Works Department, how many of the following employees do you have:

Answered: 5 Skipped: 0

ANSWER CHOICES	RESPONSES
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Secretaries (See definition above)	100.00%	5
Administrative Assistants (See definition above)	60.00%	3
Executive Assistants (See definition above)	60.00%	3

#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	1	7/16/2018 2:10 PM
2	1	7/16/2018 11:16 AM
3	0	7/16/2018 10:51 AM
4	0	7/13/2018 7:19 AM
5	1	7/12/2018 3:31 PM

#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	2 shannon and tawanna	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

### Q8 In your IT Department, how many of the following employees do you have:

Answered: 3 Skipped: 2

ANSWER CHOICES	RESPONSES
Secretaries (See definition above)	100.00% 3
Administrative Assistants (See definition above)	100.00% 3
Executive Assistants (See definition above)	100.00% 3

#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	Na	7/13/2018 7:19 AM

#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	1	7/16/2018 10:51 AM
3	Na	7/13/2018 7:19 AM

#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	Na	7/13/2018 7:19 AM

## Q9 In your Finance Department, how many of the following employees do you have:

Answered: 3 Skipped: 2

ANSWER CHOICES		RESPONSES
Secretaries (See definition above)		100.00% 3
Administrative Assistants (See definition above)		100.00% 3
Executive Assistants (See definition above)		100.00% 3

#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	1/2	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	2 christina and shannon	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

## Q10 In your HR Department, how many of the following employees do you have:

Answered: 3 Skipped: 2

ANSWER CHOICES		RESPONSES
Secretaries (See definition above)		100.00% 3
Administrative Assistants (See definition above)		100.00% 3
Executive Assistants (See definition above)		100.00% 3

#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	1/2	7/16/2018 2:10 PM
2	1	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

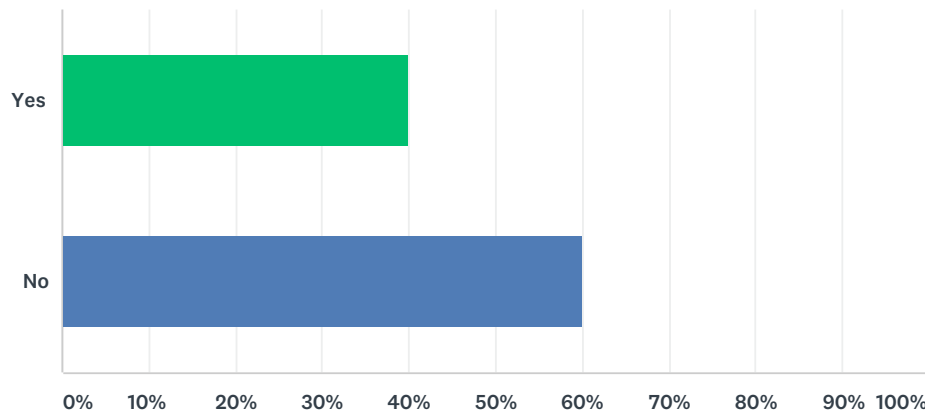
  

#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

1	1	7/16/2018 2:10 PM
2	0	7/16/2018 10:51 AM
3	0	7/13/2018 7:19 AM

### Q11 Are your public information services (e.g. marketing, PIO, community outreach) housed in an independent department?

Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	40.00% 2
No	60.00% 3
<b>TOTAL</b>	<b>5</b>

### Q12 If you answered "yes" to the previous question how many of the following employees do you have:

Answered: 2 Skipped: 3

ANSWER CHOICES	RESPONSES
Secretaries (See definition above)	100.00% 2
Administrative Assistants (See definition above)	100.00% 2
Executive Assistants (See definition above)	100.00% 2

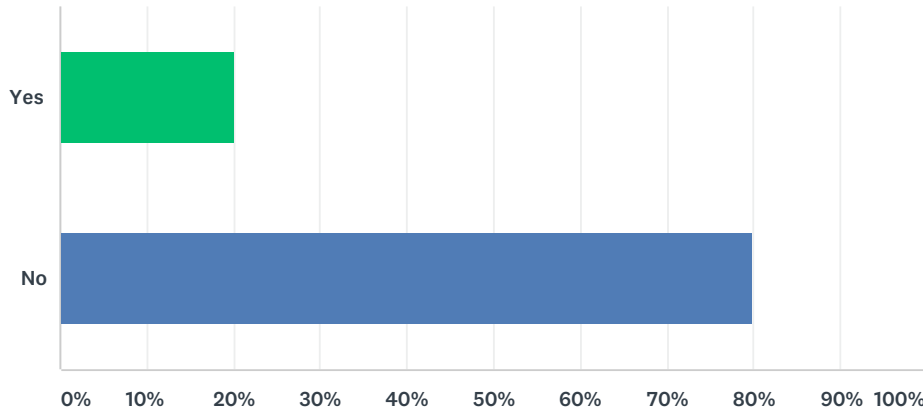
#	SECRETARIES (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 10:51 AM
2	0	7/13/2018 7:19 AM

#	ADMINISTRATIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	2	7/16/2018 10:51 AM
2	0	7/13/2018 7:19 AM

#	EXECUTIVE ASSISTANTS (SEE DEFINITION ABOVE)	DATE
1	0	7/16/2018 10:51 AM

### Q13 For the positions of Secretary, Administrative Assistant, and Executive Assistant, do your community's pay ranges differ by department?

Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	20.00%	1
No	80.00%	4
<b>TOTAL</b>		<b>5</b>